Admirable Blue BeatleS

# Team Minutes: Initial Group Meeting

Date: 8/11/23

In Attendance: Alyssa Pilbrow, Hyunwoo Jung, Vijendra Singh, Maxim Seryakov

Apologies: None

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# Agenda

* Team Contract
* System Design Document
* Planning Document
* Team Name

# Minutes

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| Agenda Item | Key Points | Conclusions | Assigned Actions | Additional Notes |
| Team Contract | Filled out contract with expectations and availability  We will meet: 2.30 – 3.30 Mon, 11.00 – 12.00 Wed | Team Contract Complete | Competed and signed contract in the meetig |  |
| System Design Document | Will need to be completed this iteration | Template will be created and then sections assigned | Hyunwoo will create templates.  Vijendra will send some previously used templates. |  |
| Planning Document | Will need to be completed this iteration |  | Maxim is scrum master and ill complete the document in this iteration.  Vijendra will send some previously used templates. |  |
| Confirm team name | Used a name generator | Name is Admirable Blue Beatles | None | None |
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# Conclusions

* Team Contract is finished and signed
* Alyssa is Team Leader, Maxim is Scrum Master, Hyunwoo is recorder/ document manager, Vijendra is lead developer
* Team meeting times are assigned
* Alyssa will complete this week’s minutes but Hyunwoo will do this from today
* Maxim will compete the planning document and has created a Trello board, and will contact if he needs help