Internal Management

Meeting

07.26.2015

**Agenda:**

1. Talk about life, startup (5) <http://blog.ycombinator.com/yc-fellowship>

<http://www.shield.to/>

1. Cheryl explains the Internal Management
2. Sunrise - meet
3. Explain Using asana
   1. Officially start using Asana
4. Follow instructions on page 7 of IM
   1. Make new agenda 8th August 2015
   2. Set time to meet for the coming week next Saturday using sunrise!
5. Pocket & xendo explanation.
6. Walkthrough Google Drive
7. Walkthrough Slack

**Minutes:**

1. Read important sections on Internal Management doc:
   1. Slack: for communicating.
   2. Google drive: storage.
   3. Asana: set tasks.
   4. Sunrise: set schedule.
2. Meet every Saturday online for group meeting to talk about the topics on the new agenda and anything else.
3. Tasks on Asana: research about Taobao.
   1. Look at Asana for specific tasks.
4. Meet on next Saturday for group meeting. No official time set.