Meeting 1: **20 November 2021** / 1pm GMT

Attendees

Uzayr, Lukasz, Aidan, Tony, Rich, David   Apologies: Anrich

Agenda

Initial Introductions

1.   We each introduced ourselves and got to know each other.

Choose Requirements for the Other Team

2.   We went through the requirements one by one and agreed on 15, that we would like to refine and give to the other team.

3.   There was some initial confusion as to whether we were giving or receiving requirements, but in the end, we all understood that we were responsible for providing requirements for the other team (as their customer), and getting requirements from them for the software we are to build.

Set-Up Project Roles

4.   Roles were decided upon:
     - Project Manager - Anrich
     - Customer Success - David and Uzayr
     - Development - Lukasz and Aidan
     - Technical Writers - Tony and Rich

5.   It was agreed that the PM would rotate every 2 weeks (initially) but there was some concern how this would work in practice as it would mean individuals working on lots of different parts of the project and could have a negative impact on our ability to work effectively.

Set-Up Project Rules

6.   Use Whatsapp for communication.

7.   Use Google Drive for the sharing of documents, videos.

8.   Attend weekly meetings (but if not available, let the team know and watch the recording).

Notes

- There was a bit of a discussion about the actual deliverables - what we are graded on, how much of the software we have to develop, etc. Some extra clarification can be sought from Doug on this.

- Lukasz was concerned that his work commitments may prevent him from attending some weekend meetings and was worried that we might mark him down for this. It was agreed that if any team member can't attend, for whatever reason, they would watch the recording, and their partner in that role would fill them in on what happened.

Action Items

1.   Uzayr and David - refine our requirements, communicate with Anrich, and find out who to deal with from the other team. Arrange requirements meeting with the other team.

2.   Fill in availability on David's app for meeting scheduling so we can choose a time that best suits most team members for the next meeting.

Next Meeting Agenda

1. Refine the requirements we receive from the other team.
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