

Team 8 Meeting Minutes

24-09-2020 8PM - 8:30PM; Zoom meeting

Present: Sree, Aiden, Leon, Sheldon, Peter, Max, Elisa

Absent:

Apologies:

Meeting Agenda

- Follow up on Piazza answers
- Submit Team agreement within 1 hour!
- Finalise Team Agreement
- Fill out Trello Board with overall deadlines
- Look at project code, talk about next stage of project
- Work logs? So it is easier to say what each person did in Participation Report
- Organise next meeting

Links

- Github Repo: <https://github.com/SoftEng306-2020/project-2-team-8>
- Google Drive: [Drive](#)
- Meeting time availability: <https://www.when2meet.com/?9886401-vVlac>

Team Agreement

- Cut down team agreement to 5 pages
- Submitted file

Tasks By Next Meeting

- Todo: Add to github and coauthor team
- Get basic work log template for members

Next Meeting

28-09-2020 @ 1:00 PM

Next Agenda:

- Break down design doc into tasks