

## MINUTES OF THE STARJUMP PROJECT

### SE4GD: GREENFIT

At 10:30 on Thursday March 2, we start the meeting with all of the group members present, being these members: Mercy Bamiduro, Elmar Karimov and Alejandro Enriquez, Robel Amare, Md Ariful Islam.

The agenda for the meeting is:

1. Complete belbin test individually
2. Read and discuss StarJump project specifications
3. Start reading and discussing the contract

#### **1. Complete belbin test individually**

The test was completed by each member to find out the roles within the team. Each member got a unique role, and the assigned roles were agreed with.

The following roles were assigned:

Team Leader: Alejandro Enriquez:  
Resource Investigator: Elmar Karimov  
Specialist: Mercy Bamiduro  
Team worker: Robel Amare  
Complete Finisher: Md Ariful Islam

#### **2. Read and discuss StarJump project specifications**

The project specifications document was read, analyzed, and discussed as a team. Main focus was on the parts the team would be responsible delivering.

#### **3. Start reading and discussing the contract**

The contract was discussed by the team and members were encouraged to ask questions and clarify any doubts they had about the contract. The main points that were covered during the discussion were the scope of the project, timelines, deliverables, and the responsibilities of the team and the client.

The team also discussed the roles and responsibilities of each member, and how they will work together to achieve the project objectives.

All the present members were onboard with the minutes.  
The meeting was finalized at half past twelve.