Team Meeting

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# Meeting Details

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| --- | --- | --- | --- |
| Date: | 05/11/2020 | Scrum Master: | Scott Graham |
| Time: | 19:00 to 20:00 | **Note Taker:** | Alex Duthie |
| Attendees: | | **Moderator:** | Vittorio Rivabella (Slack Admin) |
| * Alex Duthie * Andrew Ellen * Vittorio Rivabella * Damir Elsik * Scott Graham | | **Agenda Planner:** | Damir Elsik |
| Apologies: | | **Action Items Planner:** | Andrew Ellen |
| * Alex Duthie (first 30 minutes) | | **Lecturers:** | Douglas Barr & Tom McCallum |

# Agenda Items

* Introductions
* Quick brainstorm session
* Role assignment

# Minutes

* The team introduced themselves to each other to break the ice.
* Team members with ideas for the challenge put forward their idea by describing the premise of the idea along with some graphics to help the team visualize what they were describing:
  + Manholes automatic de-stucker
  + Something to prevent car crashes during sandstorms
  + Something in general related to sandstorms
  + Sea drone microplastics cleaner
* Roles were assigned:
  + Scott Graham was assigned Scrum master
  + Alex Duthie was assigned to take notes/ minutes of each meeting
  + Vittorio Rivabella was assigned to be the timekeeper/ moderator of each meeting; he has also been assigned the role of admin in our slack channel
  + Damir Elsik has been assigned to mark up the agenda before each meeting
  + Andrew Ellen has been assigned the role of marking down the action items after/ during each meeting

# Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| Action Item | Assigned to | Deadline? | Status |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |