Week 3 Team Meeting

### **Date: 2024-08-8**

### **Location: Online chat**

#### **Attendees:**

* All team member

### **Agenda:**

1. Discuss the contribution
2. Discuss shadow team’s work
3. Contact client again to confirm details

### **Discussion:**

| **Discussion Point** | **Outcome** | **Notes** |
| --- | --- | --- |
| Discuss the contribution | decide contribution by tasks like development tool setup, task management and project repository management, project milestones, technical and risk constraints, client's vision and goals, stakeholder analysis. | equal to others |
| Discuss shadow team’s work | recognized the shadow team’s work as an excellent example of collaborative effort and critical thinking, reinforcing the overall quality of the project. | N/A |
| Contact client again to confirm details | agreed to prepare a list of questions and discussion points to ensure that the upcoming meeting with the client is productive and addresses all outstanding concerns. | The final discussion point focused on the need to reconfirm certain project details with the client to ensure that the team's understanding of the requirements remains aligned with the client’s expectations. |