**After Week 1 Workshop:**

* Sunday 29/07/18:
  + Discussed requirements. As a result, it was confirmed that developer feature lists would have to be sent to the clients on Wednesday.
  + Discussed when meetings could be done. We arranged a digital meeting to be held at 4pm on Thursdays.
  + Major/minor non-compliances and their penalties were drafted.
  + Discussed whether to use Jira or Trello for task management. In the end we decided to use Jira first, then Trello if we didn’t like Jira, then Jira again if Trello is worse.
* Thursday 2/08/18:
  + Had a meeting to decide if a meeting was needed to be held. In the end we decided against it, and decided that what we discussed on Sunday was our unintentional meeting.

**After Week 2 Workshop:**