Team Name: Constellation Project Name: Fate Generator

Minutes of meeting number 1

Date, time: 09 September 2016, 11:30 – 12:15

Location or electronic type: MB S1.255

Members (all members of the team)

|  |  |  |
| --- | --- | --- |
| Name | Role | Present (y/n) |
| Ayan Bikalapov | Group Lead | Y |
| Alexandre Pelletier | Coder | Y |
| Nikita Baranov | Mixed | Y |
| Claudia Chaillan | Documentation | Y |
| Zhang Dandan | Documentation | Y |
| Liang Duo | Documentation | Y |
| Shenghong Yan | Documentation | Y |
| Yu Luo | Coder | Y |
| Yefei Xue | Mixed | Y |
| Konstantinos Evagelidis | Mixed | Y |
| Yong Ann Khoo | Mixed | Y |
|  |  |  |
|  |  |  |

Agenda

Call to Order

Decisions:

1. Slack is now used as the main communication tool for the team

2. Mandatory weekly team meeting established at 11:30 Fridays, subject to change

3. Nikita, Donna and Lucas are currently in the waitlist, proceed with that knowledge

4. Git repo as code management tool, Alex to create it and maintain it

5. Calendar to sync up team meeting schedules for the sub-teams (i.e. documentation and coding) needs to be set up

6. Team name TBD

Adjourned at: