**Meeting Date:** 2nd March

**Meeting Time:** 6:30 PM

**Meeting Duration:** 1 hr

**Location:** Hybrid

Physically: Latelab (meeting room 5), Swinburne;

Virtually: Discord Online Meeting

**Meeting Objective:** Setting up of group norms, structure and tentative future plans

**Facilitator:** Team

**Timekeeper:** S M Ragib Rezwan

**Note Taker:** Mafaz Abrar Jan Chowdhury and Joe Sutton Preece

**Meeting Topics:**

* Project details and initial research direction
* Tentative team leader and structure setup
* Team norms discussion and tentative work allocation
* Weekly meeting times and dates for supervisor, Client and internal team

**Decision Items:**

1. Accepting Mafaz as Team leader for all official purposes and taking the democratic approach in all decision making and task allocation
2. Tentative decision on reserving at least 2 hrs per week for supervisor, client and also the internal team meeting
3. Confirmation of shared storage location
4. Confirmation of communication channel and the expected communication and response timeframe
5. Format of hours logging and client email template
6. Going for web based approach for project framework for now, need more research before determining the nitty gritty details

**Action Items:**

1. Setting up upcoming meeting time using “when2meet”
2. 2 of the team members who are yet to complete their biography in the client email template will complete their part
3. Set up meeting time with supervisor once she responds back
4. Proofreading of the Client email before sending it