

SFE311T: Weekly Team Meeting

Purpose: Review top-level metrics, coordinate projects, and discuss pressing topics.

# Agenda: Monday 05/07/2021

* Welcoming of the members.
* Review of the group project.
* Discussion of the different roles.
* Discussion of the group requirements.
* Assigning of roles to each of the group members

### Attendance

1. Name: Kgole B

Position: Project Manager

Student Number: 218567177

Present: Yes

1. Name: Marakalla E.T

Position: Software Engineer 1

Student Number: 218125514

Present: Yes

1. Name: Selemela K.G

Position: Software Engineer 2

Student Number: 216807944

Present: Yes

1. Name: Ramothwala L

Position: Software Engineer Assistant

Student Number: 214632225

Present: Yes

1. Name : Rakgoale B.M

Position: Test Engineer

Student Number: 219677120

Present: Yes

1. Name: Maphutha L

Position: DevOp Engineer

Student Number: 219666519

Present: Yes

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### Discussion Topics and Status Reporting:

* Each of the group members were assigned a role in which they’re most comfortable in and in which their skills align with their roles.
* Each of the group members understand what they are required to do and may ask for assistance from fellow group members.
* Research may be made to better understand some of the content in the group project.
* The team is to meet in the next few days to discuss their progress and work on some problems they might face.