

[Fri Mar 8] First Weekly Meeting with Mentor

Date [↗](#)

Fri Mar 8, 2024 2:00pm – 3:00am (GMT+11)

Participants [↗](#)

- @Jinhao He @PENG TANG @shaohuiw1 @Zhuowen Zheng @Chengjia Zhou @Xi Luo @Jiyuan CHEN

Goals [↗](#)

- Introduction & Ice-breaking
- Subject and project expectation
- GitHub/Slack/Confluence/Trello tools setup
- Client meeting initial planning

Discussion topics [↗](#)

Time	Item	Presenter	Notes
14:00	Ice breaking	Team & Mentor	Self introduce
14:05	Subject expectation	Stephen(Mentor)	Explain the project schedule and expectations
14:10	GitHub/Slack/Confluence/Trello tools setup	Stephen(Mentor)	Introduce on basic usage of github/slack/confluence/trello.
14:14	Set the the weekly meeting time	Team & Mentor	Set up the meeting at every Friday 2:00-2:30.pm

Action items [↗](#)

- ☒ Introduction & Ice-breaking
- ☒ Subject and project expectation
- ☒ GitHub/Slack/Confluence/Trello tools setup
- ☒ Client meeting initial planning

Decisions [↗](#)

- Set up the basic development environment
- Set up the meeting at every Friday 2:00-2:30.pm