**Meeting 1 Agenda**

**Date:** 9 Oct 2024  
**Group:** Yellow++

**1. Introduction**

* Welcome everyone to the first meeting.
* Take attendance to ensure everyone is present.

**2. Project Structure Overview**

* Explain how the project will be split into **Frontend** and **Backend** teams.
* Roles:
  + **1 Team Leader**
  + **2 Team Managers** (one for Frontend and one for Backend or split based on needs).

**3. Team Composition Options (Choose One):**

* **Option 1:**
  + 3 Frontend developers
  + 3 Backend developers
  + 1 Full-stack developer
* **Option 2:**
  + 2 Frontend developers
  + 2 Backend developers
  + 3 Full-stack developers
* Allow the team to discuss and finalize the option that works best for the project.

**4. Team Rules and Responsibilities**

* **Schedule Adherence:**
  + A schedule will be provided and must be strictly followed.
  + Any changes to the schedule will be announced immediately by the **Team Leader**.
* **Communication:**
  + Constant communication within the team is essential to maintain smooth workflow and avoid bottlenecks.
* **Approval of Changes:**
  + Any administrative changes (team structure, project scope, etc.) must be approved by the **Team Leader**.
* **Responsibility Hierarchy:**
  + **Team Managers** are responsible for the members in their respective teams.
  + **Team members** should first approach their **Team Managers** when facing issues.
  + **Team Managers** should attempt to resolve the problem.
  + If the problem persists, the **Team Managers** will escalate it to the **Team Leader**.
* **Problem-Solving:**
  + Encourage team members to attempt to resolve issues on their own before escalating.
* **Meeting Cancellations:**
  + Team members must notify the team at least **24 hours in advance** if they are unable to attend a scheduled meeting.

**5. Extra:**

* There will be a **compulsory GitHub training session** next week. Attendance is mandatory for all team members.
* Ask about the schedule