Team Headspace - Meeting Agenda

Date: September 29, 2023   *Time: 2pm ET*   *Location: Discord*

DETAILS

I. **Confirm access to tools** - *5 mins*
    A. Repository
    B. YouTrack board
        1. Brief discussion on functionality
    C. Unity Editor

II. **Brief Review of "Design your Team" Deliverables** - *5 mins*
    A. README/Wiki
    B. Meeting schedule reminders
    C. Modifications/Additions?

III. **Deliverable 0 - Due October 1st** ~ *30 mins*
    A. Problem statement
    B. Project description
    C. User stories (15-20) - See Google Doc.

IV. **Wrap-up & Reminders** - *5 min*
    A. Meeting schedule begins 10/1
    B. Meeting log will be in Repo
    C. Stand-ups
        1. What have you completed so far?
        2. What are you currently working on?
        3. What is delaying your progress (if anything)?

Design your Organization	Readme
	Github wiki pages on meetings and communication policy
	Github setup
Deliverable 0 (Oct 1)	Project description and problem statement
	15-20 user stories