

Team Project CS20/21

Meeting Minutes

October 14, 2020

Opening

The first meeting with a customer was called to order at 5:30 PM on October 14, 2020 on Microsoft Teams.

Present

Lewis Tse, Ans Farooq, David O'Neill, Pragati Mishra, Dominykas Meistas, Paul Traynor, Kameron Eralp, Torrin McQueen, Tomas Mikus, Jamie McKay

New Business

Team communication with the customer

Decided to mostly use Teams, sometimes Email as well.

Customer access to team's GitLab group

Asked customer if he wants to have an access to team's GitLab group, customer decided that it would be useful to have it.

Other people involved in this project

Customer answered that there might be some of his colleagues involved in this project.

Intellectual property of the project

Customer is not interested in the IP of this project and team members can do whatever they decide with the license.

Frequency of meetings

Customer decided to have meetings every week for the first few weeks until the team members have a clear idea how to proceed with a project. Later on either one or two meetings per month should be enough to discuss progress, milestones, etc. Making custom time meetings if some problems arise is also a possibility.

Tools to use for this project

Team members are allowed to use any tools, programming languages, interfaces they would like, the only requirement is by the end of the project to have a working product.

Agenda for Next Meeting

General questions about the project

Adjournment

Meeting was adjourned at 6:30 PM. The next meeting will take place at 4:30 PM on October 21 on Microsoft Teams.

Minutes submitted by: Dominykas Meistas