# Meeting Minutes – Saturday 11 March 2023

## Time: 3:00 PM

## Attendees

* Clare Strik
* Jack Footner
* Sam York

## Agenda

1. Welcomes
2. Assign scribe for meeting - Clare
3. Create and populate *Team Charter*
   1. *Sam created Charter and other documents in OneDrive folder and linked them in the Group Wiki.*
   2. *Went through doc and agreed on the sections in the charter*
   3. *Regular group meetings to occur weekly on a Tuesday*
4. Create and populate *Iteration Plan*
   1. *Iteration Plan 1 created and populated by the team during the meeting*
5. Setup local repositories
   1. *Team agreed to have this done before our next meeting on Tuesday.*
6. Update wiki home page
   1. *Jack updated home page with details of the group and links to the group Push notification platform (discord), GitHub repository and document Store (OneDrive)*
7. Oversight supervisor invitations sent (Discord, GitHub, OneDrive)
   1. *Links in the Wiki home page – to confirm and test with Jim during first oversight meeting*
8. Schedule in next meeting
   1. *Tuesday 10am*
9. Discuss agenda for next meeting
   1. *Make sure everything we all have working local repositories, own testing branches prior to oversight meeting.*
   2. *Update any documentation if required*

## Decisions Made

1. Weekly meetings – 10am Tuesdays

## Other Notes

24th April – May 5th – Sam away

17th April – 21st April – Clare on training