**Date/Location: 1-10-2015, EN310**

**Attendees: HL, MS, IA and CN**

**Start Time: 9:00am**

**End Time: 9:07am**

**Decisions**

* Columns to be added are Product Backlog, Sprint Backlog, To do, doing and done
* Pages to be added to are Home page, contributions and file list

**Actions**

* [CN], 1-10-2015, Create Github
* [MS], 1-10-2015, Create a wiki page for Github
* [HL], 1-10-2015, Create a Trello board and add everyone
* [HL], 1-10-2015, Add required columns to Trello
* [ALL], 8-10-2015, Create vision board and statement