**Wednesday, August 30, 2023**

**AGENDA**

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| TASK/ACTIVITY | TIME | STATUS |
| 1. Introduction | 5min | Done |
| 1. Establish communication system | 5 min | Done |
| 1. Discuss ideas about clients | 20min | Done |
| 1. Discuss software for project | 5min | Done |
| 1. Reading Project Outline | 20min | Done |
| 1. Task distribution | 5min | Done |

1st Meeting | Began at 5:00 PM | Full attendance | ended at 6:00 PM

**DECISIONS**

* WeChat used for casual messaging.
* WeChat used for work related messaging.
* GitHub for documentation sharing.
* Google Calendar for scheduling meetings.
* Team for group meetings.
* Doing the project with JavaScript Html CSS and SQL.

**EVENTS**

* Created a GitHub repository and add team members.
* Developed Team Agenda.
* Distributed tasks of arranging the team journal and creating the Team
* Found a possible client, a small business called Ballons d’or Montreal.

**PLANNING**

For next meeting, Wednesday 5:00-6:00

1. Find at least 1 client per team member.
2. Share idea of project task distribution
3. Select a client and the project.
4. Familiarize with team project.
5. Start to follow personal journal.

**Wednesday, September 2023**

**AGENDA**

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| --- | --- | --- |
| TASK/ACTIVITY | TIME | STATUS |
| 1. Discuss clients with team | 10min | Done |
| 1. Discuss clients with instructors | 5 min | Done |
| 1. Select 2-3 most optimal options clients | 5min | Done |
| 1. Make Final decision | 10-20min |  |
| 1. Schedule a meeting with client | 5min |  |
| 1. Discuss client needs and technical implementation | 12-20min |  |
| 1. Discuss software and language to be used | 5-10min |  |