

Minutes of Meeting

Date: 10Mar2025	Location: Online
Chair: Zebang Zhang	Minutes prepared by: Guanhua Tao

Meeting Purpose

Introduce the project management platform and Agile development model to the team

Attendance

Zebang Zhang, Gengchao Yang, Guanhua Tao, Haomin Chen, Yufei Sun
--

Agenda <add items as necessary>

1. To introduce the project management structure on the GitHub Platform.
2. To overview the questions prepared for the meeting on Thursday.
3. To address the account issue Haomin Chen encountered.

Meeting Notes, including Decisions

1. Project management platform is on GitHub which can be found here - https://github.cs.adelaide.edu.au/
2. Agile is the preferred development method, so product backlog, task table and task board would be the most frequently used module. Every team member should be familiar with them. Feel free to raise any issues encountered and put it into the Microsoft Teams Chat Channel.
3. It's better to send the client a question list and also receive the project corresponding documents before the Thursday Meeting, making sure everyone could get the most out of the meeting.

Action Items <add rows as necessary>

Action	Assigned to	Due Date	Status
Github Account	Haomin Chen	ASAP	
Meeting Minutes	Guanhua Tao	ASAP	
Email Client	Zebang Zhang/Gengchao Yang	ASAP	

Next Meeting

Date: 13 March 2025	Time: 10am – 11am	Location: IW5.42
---------------------	-------------------	------------------