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| *Dev Team 1*  Meeting Agenda & Minutes |
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| **Location:** Skype Call |
| **Date:** 15/07/2015 |
| **Time:** 7.30 – 8.30pm |

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| Agenda Items |
| 1. Set Team Charter using proposed template |
| 1. Team Repository    1. Lecturer to provide code baseline    2. Setup a mutual Gmail account? |
| 1. Individual Repository Branch |
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| Action Items | Who? |
| 1. Add Team Charter & Minutes to combined repository | Evan, Jeff |
| 1. Review assignment 2 and set first sprint | Evan, Jeff |
| 1. Add 'retrospectives' as an ongoing agenda item | Evan |
| 1. Add details to decision register on Wiki page    1. Decision making approach    2. Test Driven Design | Jeff |
| 1. Update KanBanFlow page | Evan, Jeff |
| 1. Setup individual public repository | Evan, Jeff |

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| Other Notes |  |
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| Meeting Chair: | Jeffrey Pirie |
| Minute Taker: | Evan Watkins |