[Feb 7] Week 5 TA Meeting Minutes

Date

07 Feb 2024 (Week 5)

Time

1:40 pm - 2:00 pm

Attendees

- Chun Ho Chan
- Yuting Hou
- Doyle Justin Blacklock
- Simon Ian Mccabe
- Eunhak Kim

Type

In-person TA meeting at Middlesex College, MC300

1) Topics Discussed

- Reported our progress on Assignment 1 to the TA
- Proposed the updated game idea to the TA
- Asked the TA about when and how to use Jira
- Asked the TA to check our Team Contract
- Asked the TA to check our Meeting Minutes

2) Decisions Made

- We will complete and submit Assignment 1 to OWL by Sunday night 11 Feb 2024
- We will start using Jira
- We will start using BitBucket
- We will add more lines under Team Contract > Values > Teamwork/ Collaboration
- We will capitalize each sentence in the Meeting Minutes
- We will change the subheadings in the Meeting Minutes
- We will add more details for each sentence in the Meeting Minutes

3) Tasks Assigned

- ☑ All: Complete Assignment 1 by Sunday night 11 Feb 2024
- ☑ All: Start posting on Jira (required)
- ☑ All: Start posting on BitBucket (suggested)
- ☑ Edward: Reformat all Meetings Minutes (again)
- ☑ Eunhak: Add more lines under Team Contract > Values > Teamwork/ Collaboration