**Meeting Details**

**Date:** 7th February 2020

**Time:** 9AM – 10AM

**Location:** Babbage 208

**Attendees:** George Milner, Evan Ward, Elliot Lea, Kohei Suzuki

**Icebreaking Q&As**

George

* Friendly, open to feedback and I like honesty
* Dealing with a conflict – be open and honest, try not to cause offense
* Most important part of a team member is being open about what you can do, what you have time for etc

Kohei

* Listening to other and giving ideas, open-minded to feedback
* Dealing with a conflict – be open and honest, try not to cause offense
* Most important part of a team member is working on time

Elliot

* Can be quiet, willing to carry weight in a team
* Dealing with a conflict – try to find a middle ground
* Most important part of a team member is being willing to put time into the project

Evan

* Quiet, if given a task will do it to best of his ability
* Dealing with a conflict – try to find a middle ground
* Most important part of a team member is meeting deadlines and being honest/asking for help if you’re struggling

**Roles**

|  |  |  |  |
| --- | --- | --- | --- |
| **Technical Lead** | **Product Owner** | **Scrum Master** | **Scrum Master** |
| Evan Ward | Elliot Lea | George Milner | Kohei Suzuki |

**Actions (before next session)**

* Create a list of ideas for functional requirements for the application
* Work on presentation: include ideas, roadmap and risk assessment

**Other**

Kohei set up a discord server for communications between the group

Evan created the GitHub repository for the group

**Next Meeting Details**

**Date:** 14/02/2020

**Time:** 9AM

**Location:** Babbage 208