

# Meeting 1

## Times

Started: 12:10 Ended: 12:55

## Present:

- Truong
- Mandy
- Seb
- Quan

## Absent:

- Mia

## Late:

- Jashan

## Meet and greet

- done, met everyone

## Establish a decision-making process

- Agreed that no response in three days implies agreement
- have a specific channel for asking questions on making decisions

## Team manager

- Mandy suggests rotating each sprint
  - seems good
- Seb is elected team manager for the first sprint

## *Amendment*

## Timesheets

- group agreed to have timesheets preferably handed in by 12:00 Friday, no later than 6:00 Friday

*End Amendment*

## **Next meeting**

- 9oclock thursday ongoing

Jashan to book meeting room this time

**Monday morning for client meeting**

Seb to email client back and organise it

## **Action Items**

Jashan to book meeting room this time

Seb to email client back and organise it

Seb to give mandy ownership of discord server

Mandy to make discord server channels