

# Minutes of Meeting

## Team Contract

2 August 2024

**Meeting organizer:** Anda Ziemele, Helen Siu  
**Minute taker:** Helen Siu  
**Time:** 12:00 UK | 19:00 HK  
**Venue:** WhatsApp  
**Team Members:** Anda Ziemele, Helen Oi Lam Siu, Mario Butorac, Samuel Harrison

**Participants:** Anda Ziemele (Anda)  
Helen Oi Lam Siu (Helen)  
Mario Butorac (Mario)  
Samuel Harrison (Sam)

No	Topic	Detail	Status	Follow up	Deadline
1	Team Contract	1.1 Helen drafted a team contract and shared it with the group for discussion. 1.2 Anda added Tracking Tasks in “Expectations” and Project Management tools in “Policies & Procedures”. 1.3 Sam added Team Collaboration Tools in “Policies & Procedures”. 1.4 Mario agreed to all points in the contract. 1.5 The team contract was agreed upon by all members.	WIP	Anda will submit the final team contract to the professor before the deadline.	5 Aug 2024
2	Project Lead	2.1 Helen suggested selecting one of the team members who is UK-based to reduce the time lag. 2.2 Anda volunteered to become the project lead. 2.3 All members agreed to appoint Anda as the project lead.	Done	N/A	N/A
3	Team Name	3.1 Anda suggested the team’s name could be Group 1 or MASH (initials of all members). 3.2 All members agreed to name the team MASH.	Done	N/A	N/A

No	Topic	Detail	Status	Follow up	Deadline
4	Project management Tools	4.1 All members agreed to use Trello to manage tasks and activities. 4.2 Anda shared the link to Trello and let all members join.	Done	N/A	N/A
5	Team Collaboration Tools	5.1 All members agreed to use G-Suite (Google Sheets, Google Docs, etc.) to enable the team to complete the project. 5.2 Anda will host the G-Suite and add the members once available.	Done	N/A	N/A