Meeting Minutes ITC515 – 21/07/2015 8:40pm

# Team all present: Pat, Zeno, Andrew

Meeting was facilitated via Skype team voice call.

The meeting started late as there’s delay in the lecture. We talked about the clarifications from the lecture for the assignment requirement.

We started creating the team charter with google doc, and shared with each of us.

Discussed and planned the following work items to be completed by 22nd of July.

* Upload source code to GitHub as code baseline (Andrew)
* Fork the code baseline to individual repository (Andrew, Pat, Zeno)
* Email the lecture the link to our group and individual repository, and also update team wiki with new links (?)
* Collect the input and finalize the team charter with Google Doc, and upload the team charter to the repository (Andrew, Pat, Zeno)

We will still be using email to communicate with each other.

We discussed the next meeting (28th July after lecture) and future meeting schedule (weekly).

Meeting closed at 9:15pm.