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| Initial Meeting |

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| 5/11/20 | 9:45am – 11:15am | SM Tafe Murdoch, Room T101 |

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| Meeting called by | Reece Pieri |
| Type of meeting | Team meeting |
| Note taker | Reece Pieri |
| Timekeeper | Reece Pieri |
| Attendees | Reece Pieri  Rico Imbang  Say Hon Lee |

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| Assign Sprint One Scrum Master |

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| Conclusions | Reece assigned to scrum master for Sprint One. |

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| Select Application to Use as Prototype |

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| Conclusions | Reece’s application selected to be used as the project prototype. |

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| Assign Tasks |

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| Conclusions | Analysis Report assigned to Rico.  Testing Plan assigned to Say Hon.  Multi-platform report assigned to Reece.  Source Control Snapshot assigned to Reece.  Project Management Plan assigned to Reece.  Sprint One presentation assigned to Reece. |
| Establish Communications Between Team Members | |
| Conclusions | Messenger group created for team members. |
| Select Documentation Template | |
| Conclusions | Documentation template decided on for future documentation. |
| Create Source Control | |
| Conclusions | GitHub project repository created by Reece.  Current working prototype source files uploaded to GitHub.  Access assigned to team members. |