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| Initial Meeting |

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| 12/11/20 | 9:45am – 12pm | SM Tafe Murdoch, Room T101 |

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

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| Assign Sprint One Scrum Master |

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| Conclusions | Say Hon assigned to scrum master for Sprint Two. |

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| Determine Requirements |

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| Conclusions | Administrator Database  Membership Database  Administrator login function  Membership subscription function  Auto generated email function  Administrator remove membership function  Administrator view membership function  Software Review Plan Documentation  Performance Report documentation |

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| Assign Tasks |

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| Conclusions | Database setup assigned to Say hon  Administrator login function assigned to Reece  Membership subscription function assigned to Rico  Administrator remove membership function assigned to Reece  Auto generated email function assigned to Rico  Software review plan assigned to Say Hon  Performance report assigned to Say Hon  Project management plan assigned to Say Hon  Sprint Two presentation assigned to Say Hon |
| Design Discussion | |
| Conclusions | Decided on designs of database for members and administrators  Decided on design of subscribe and unsubscribe form.  Decided on design of administrator page layout. |