2021-03-11 Meeting notes

Date

11 Mar 2021

Attendees

- Ishan Goyal
- Luke Hawkins
- Nikunj Patel
- Daniel Jiang
- Joel Kenna

Goals

- Introductions
- Set up Confluence, Github & Trello for the team

Discussion items

Time	Item	Discussion Item	Action Items
10mins	Team introductions	Each member of the team introduced themselves	
10mins	Set up Trello	- Set up of Trello board and various column names - Template format agreed upon by Team - Sample template created on Trello	☑ Add all members to Trello ☑ Create Template for Trello cards
10mins	Set up Confluence	- How the Confluence space should be structured and organised - Set up of the Confluence home page	☑ Create and fill out Confluence cover page, add details about client & supervisor ☑ Add team details to confluence ☑ Add project overview to Confluence
5mins	Set up Github	Everyone on the team has experience using Github	☑ Create Github repository according to provided format and send relevant invites
10mins	Tasks	- Action items were divided amongst team members - Cards added to Trello	