

Team Meeting Agenda - CyberBlock

09/30/2021

Hello team,

I hope you all are doing well! Please review the following topics and questions listed below that we will be discussing during the team meeting.

1. Amazon Web Server potential and setup.
2. Going over the PowerPoint presentation/discuss options to present to the clients.
3. Are there any disgruntlements occurring within the team and/or issues that you would like to talk about?

Best Regards,
Nelson Lau

10/28/2021

Hello Debra,

For the team meeting on Oct-28, the team revised the software requirement document. The team also discussed the workload for the week.

Sincerely,
Ridhisha

11/04/2021

Hello Debra

For the team meeting on Nov 4 the following are the agenda:

1. Adjust the software requirements document after the client meeting.
2. Divide the work load among team members for the week.

Please let me know if you have further questions.

Sincerely,
Ridhisha

11/11/2021

Hello Debra,

For the team meeting on Nov 11 the following are the agenda:

1. Work on database integration to the source code.
2. Divide the workload among team members for the week.

Please let me know if you have further questions.

Sincerely,
Ridhisha

11/18/2021

Hello Debra,

For the team meeting on Nov 18 the following are the agenda:

1. Hand over team lead responsibilities to the next team lead.
2. Divide the workload among team members for the week.

Please let me know if you have further questions.

Sincerely,
Ridhisha

12/09/2021

Hi Debra,

Here is a summary for team meeting held today on December 2nd:

- We went over our presentation slides and rehearsed together.
- We had a discussion on our progress and assigned work for the following week:
- - I (Xin) will work on React as well as debugging socket events
- - Ridhisha will also work on React
- - Nelson will assist with providing queries for server-database communication
- - Zach will write React components such as chatroom and timer

Best,
Xin

