**Team Echo: ‘Software Testing’ 17/2/2015**

Kick-Off Meeting

Abstract: *This document serves as a record for the first meeting of Team Echo, with the objective of accomplishing any preliminary objectives for the Testing project before delivery of the Requirements.*

**11:09 a.m. – Meeting start.**

Outlining what the different roles are. Today, we hope for a template.

* Need a requirement reference—be able to point to a reference.
* Need to be able to flag whether major, minor, and critical. Three columns.
* Dropdown box for major, critical, minor.

We are in on Friday, so we set in stone to meet between classes on Friday.

We intend to meet at 14 Malone Road for Friday’s meeting. This will be a formal meeting. We seek to emulate real-world processes for meetings, especially as issues arise.

**Roles determined today**:

Kevin – Moderator.

Jack – Scribe.

6 inspectors.

**GitHub to set up:**

For proximity to reality in terms of being a testing team.

**11:30 a.m.**:

Email is sent out to each team member with the template for recording errors.

11:37 a.m:

Meeting ends.