Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 1

## Meeting Details

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| --- | --- |
| Date: | 25/7/2021 |
| Venue: | discord |
| Attendees: | Nandini Nair,  Victoria Kokurin,  Noel Matthews,  Kyriece Dam  Timothy Tran |
| Apologies: |  |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Group introductions |
| 2 | Expectations between group work |
| 3 | Immediately doable work |
|  |  |
|  |  |

## Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Set up jira | victoria | victoria |
| 2 | Github setup | kyriece | kyriece |
| 3 | Trello to do list | Nandini/victoria | Victoria/nandini |
|  |  |  |  |
|  |  |  |  |