Minutes of Meeting

Team Name: PRAM-ITC205
Date: 27/07/2021   **Time:** 8:00am-9:00am   **Meeting Method:** Online via Zoom meeting

Members Present
Priya Pokharel - Executive team leader
Adhiyant Verma -Vice team leader
Mahendra Subedi -Assistant team leader

Members Absent
Rosy Dhakal - Senior team leader

Meeting Agenda
1.Personal and professional connection and development
2.Tasks allocation for assessment-1 and further preparation
3.Understanding each member soft and professional skills & Personality, collaboration and cooperation for each other within team.
4.Github account sign up and preparation for version control and repository for team.

Meeting Notes / Issue logs
1.The team meet at 8:00am on Tuesday, 27 July 2021 as a formal & usual meet up for better personal and professional connection. All the members from team have shared own soft and professional technical skills and committed for successful completion of the subject within group collaboration and cooperation.
2. GitHub account sign up have been created individually and idea of version control and repository have been presented for team.
3. Task allocation for each member have been done within mutual understanding of all members and as per their interest of choice for task as per their skills. For reference, the allocated task for assessment-1 within team is,

        Priya Pokharel - Iteration plan
        Rosy Dhakal-Version control and repository for team, Push communication Mechanism
        Adhiyant Verma- Team charter
        Mahendra Subedi- Minutes of meeting for team every weekly.

 New Issue logs
1.The team have decided and encouraged to have meeting with presence of all members from team.

Prepared by; Mahendra Subedi
Verified by; Priya Pokharel
Person Responsible: All members from Team
Completion Date: 27/07/2021
Meeting Evaluation: The agenda of meeting have been clearly discussed and solved within mutual understanding of all members from team for better connection and evaluation development.