

Team Kick-off Meeting – Week 2

Date: 27 October 2025

Time: 14:30–14:45 (Online)

Platform: UoEO Module Forum / WhatsApp

Facilitator: Victor A. Angelier

Minute Taker: Victor A. Angelier

Meeting Version: v1.0

Agenda

1. Team Contract formalization
2. Exchange of contact details
3. Next steps, meeting dates

Discussion Summary

Topic	Summary	Decision / Action Taken	Owner	Due Date
Team Roles and Responsibilities	Assigned Roles within SEPM to team students	Everybody now has a role assigned	All Members	Complete
Alternative channel setup	Added missing students to the WhatsApp group	Group active; additional members will be added when reachable.	All Members	Ongoing
Group Contract	Finalized the group contact	Signed and send to the Tutor	Lauren Pechey	27 Oct 2025

Risks / Issues Register

ID	Risk / Issue	Impact	Likelihood	Mitigation / Action	Status
R2	Reduced participation by some team members	Medium	Medium	Roles assigned and contract is signed	Finished

Next Steps

- Decide on SDLC methodology (Hybrid Agile proposed).

Sign-off: All attending members agree that these minutes accurately reflect the discussion and decisions.

Name	Signature	Date
Victor A. Angelier	Victor A. Angelier	27 October 2025
Lauren Pechey	Lauren Pechey	27 October 2025
Arianna Poverini	Arianna Poverini	27 October 2025
Ruben Marques	Ruben Marque	27 October 2025
Hristo Todorov	Hristo Todorov	27 October 2025