# GDP Project

# Meeting Minutes

October 11, 2017

1. Call to order

Michael called to order the regular meeting of the GDP Project at 13:00 on October 11, 2017 at Austin House.

1. Roll call

Michael conducted a roll call. The following persons were present: Michel, Olu, and Anthony. Apologies for Serafin.

1. Approval of minutes from last meeting

Michael read the minutes from the last meeting. The minutes were approved as read.

1. Agenda

Initialize the project and form the group roles.

1. Open issues and decisions
2. Assign team roles / Olu is the leader, Michael is the sectary, Anthony is the designer, and Serafin (not present) is the presenter. All members will do research and will be assigned slides to create (which will be edited by the designer).
3. Initialize Trello and software used / Trello team created with a Trello Board created and populated with relevant columns, all team members added to the Trello team. A Google Docs slideshow was created and all members added.
4. Find and assign research tasks and practical tasks / Tasks added to Trello and assigned to each member, every member has 1 or more research task.
5. Adjournment

Michael adjourned the meeting at 14:50.

Minutes submitted by: Michael

Minutes approved by: Olu