

# Initial Meeting | MINUTES

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Meeting date | time 13/05/2023 | 11:00 GMT | Meeting location Google Meet

Meeting called by	Group 2	<b>Attendees:</b>
Type of meeting	Planning	Andrea
Facilitator	n/a	Emmanuel
Note taker	Michael Botha	Michael Botha
Timekeeper	Group 2	Wang Wang
		Victoria Thompson

## DISCUSSION POINTS

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- Wang Wang was elected as team leader.
- The assignment case study was reviewed and pgs 7-17 highlighted as critical for the first assignment.
- Roles were discussed and it wasn't certain whether they should be assigned according to those specified in the Case Study or at a task level aligned with the assignment brief.
- The assignment brief was reviewed, and the requirements noted. The goal of the first assignment is not to produce an actual software or hardware product but to perform requirements analysis of the case study and produce a project plan containing specified documents.
- The way forward was discussed, and it was agreed that all team members need to read certain documents before the next meeting.

Action items	Person responsible	Deadline
Michael to email Doug about role allocations and feedback to team.	Michael Botha	13/05/2023
All group members to read:	All	19/05/2023
1. The assignment brief		
2. Pgs 7-17 of the Case study		
3. Chapter 1 – 4 of Applied Software Project Management		