**Subject:** Team meeting

**Project Name: p42**

**Facilitator:**

**Prepared by:** Dickson Tay

**Mode: In person**

**Date:** 13/8/2024

**Time: 1500-1600**

**Attendees:**

* Winson Zhou
* Yvette Yang
* Haofeng Wang
* Kyle Guo
* Dylan Truong
* Dickson Tay

**Absent:**

* Qifan Zhu

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? | 1. XP Summary 2. Project Scope Statement | * These were tasks needed to do | * Kyle, Yvette * Group Effort |  |
| 2 | What is in progress? | 1. Setting up Jira | * Set the backlog | * Winson |  |
| 3 | What is working well? | We are working well with each other. We are able to complete the tasks set and communicate well | * We always communicate using social media | * Group Effort |  |
| 4 | What needs improvement? | * N/A | Nothing of note | * Group Effort |  |
| 5 | Reminders | 1. Set up a contribution file for each week 2. Decide which portal to choose from | * Show who is contributing * Select a portal so we can work on its features | * Group Effort * Group Effort |  |
| 6 | What needs to be completed before the next meeting? | 1. Read through the slides that the client sent about the project 2. Decide which portal to choose from | * To better understand the project entails * Select a portal so we can work on its features | * Everyone * Everyone |  |
| … | ….. |  |  |  |  |