**SEP PG02 meeting minutes**

15:00-16:00, 9th Aug 2024

Meeting type: The 1st Sprint meeting / Q&A session with tutor Sanchi Verma

Location: Ingkarni Wardli Level G

* Discussion:
* Platforms:
* For official communication with tutor: Microsoft Teams
* For our own development cooperation: Slack
* For general communication: WhatsApp
* Group meeting:
* Daily meeting: If necessary.

Purpose: Quick updates on Slack or WhatsApp every day. If necessary, we will meet face-to-face in the Uni.

* Weekly meeting: 17:00 every Monday after SEP lecture.

Purpose: Treat as 15 min stand-up meeting in Scrum to synchronize each working stage and situation.

* Sprint meeting: Every two weeks with tutor (Sanchi Verma).

Purpose: Requirements updated (from tutor) and present our work.

* What we have now:
* Basic requirements from the first week.
* Action Items:
* Group members join in the private channel ‘**InfluxUI-PG02’** in MS Teams
* Tutor – Sanchi Verma will provide a user story and product back log.
* Tutor – Sanchi Verma will provide a Github.
* Shih-han Lin (Peter) will create a google calendar for group schedule.