
Agenda

Team initiation meeting

4:30 27/02/23

Agenda items:

- Activity/icebreaker (please provide ideas, e.g ...)
 - Uno
 - Pictionary
 - Botticelli /twenty questions
 - A sport
 - Team introductions
 - Fun fact
 - Hobbies/projects/interests
 - Job/work experience
 - Favourite courses taken
 - Aspirations/goals (both in this project and generally)
 - strengths/weaknesses/skills
 - Techlauncher crash course
 - Project management methodology/software
 - Risk analysis
 - Feedback log
 - Decision log
 - Meeting minutes/agendas
 - CI/CD pipelines/push requests/automatic testing/issue allocation?
 - Test driven development
 - Kanban board/task allocation
 - User story map/backlog
 - Pair programming/peer review
 - Team roles
 - Assign to roles above ^
 - Project manager
 - Scrum master
 - Minutes taker/Agenda
 - Pair Programming
 - Tester/push master (ie, quality checker)
 - Backend/frontend?
 - Upcoming week
 - Tutorials will be announced prior to 2 pm Tuesday
 - Get IP agreement signed
 - Documentation platform
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- Get started on Statement of Work (likely due following week)
- Establish project management tool (clickup, notion, git, ect)
->refundable cost
- Statement of Work (SoW)
- Problematisation analysis (introduced in this weeks lecture)
- regular team meetings/setup team calendar/hours
- Review previous work (inherit repos etc after client meeting)
- Set up landing pages (project management + code repo)
- Record team contact info
- Team goals/expectations/code of conduct/TEAM mission statement
- Client meeting discussion
 - IP agreement
 - Off-campus work arrangements
 - Statement of Work (SoW)
 - regular client meetings
 - Previous work access/discussion

Completion Tasks:

- Tutorial preferences ☒ Isaac
 - ☐
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Assigned Tasks:

- Draft IP agreement ☐ All
 - Develop SoW ☐ All
 - Landing page ☐
 - management tool ☐
 - shared folder setup ☐
 - Client meeting agenda ☐
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Resources

	Strengths/weaknesses (only share what you want to, e.g what you would like to provide to the team and what you hope to learn).
Xianglong Zheng	Have experience in Vue.js, JavaWeb, Spring. Weakness might be backend and project management related work.
Tianyi Yin	Have experience in Vue.js , java, python. Weakness: English speaking, project management

	Project goals
Xianglong Zheng	Have nice communication and cooperation with all members and client and make actual thing that have meanings.
Tianyi Yin	Have nice communication and cooperation with all teammates.Can exercise my own cooperation ability,communication ability and professional ability

	Project expectations
Xianglong Zheng	Have nice communication and cooperation with all members and client and make actual thing that have meanings.
Tianyi Yin	Have nice communication and cooperation with all teammates.Can exercise my own cooperation ability,communication ability and professional ability

	uniID	Phone	Physical/Remote
Isaac	u6725170	0424486139	Canberra (physical)
Xianglong Zheng	u6724660	0433963411	Canberra (physical)
Tianyi Yin	u7339904	0421353797	Remote (sometimes physical)