| Agenda | |
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| 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   + 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 | | |
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| Completion Tasks:   * Tutorial preferences |  | * ~~Isaac~~ |
| Assigned Tasks:   * Draft IP agreement * Develop SoW * Landing page * management tool * shared folder setup * Client meeting agenda | | * All * All |

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). |
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| 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 |
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|  | Project goals |
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| 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 |
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|  | Project expectations |
| --- | --- |
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| 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 |
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|  | uniID | Phone | Physical/Remote |
| --- | --- | --- | --- |
| Isaac | u6725170 | 0424486139 | Canberra (physical) |
| Xianglong Zheng | u6724660 | 0433963411 | Canberra (physical) |
| Tianyi Yin | u7339904 | 0421353797 | Remote (sometimes physical) |
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