## CITS3200 Team 23

## Minutes of Meeting 1 held on July 28, 2021

Present: Davinh, Anthony, Jeremy, John, Nicholas

Apologies: Valerie (Discord)

Absent:

Meeting Started: 2:09pm

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|  | ACTION |
| 1.1 Decision-making process  Decision will be made and voted upon in the weekly meetings  Decisions may also be made in informal interactions (ie Discord) but will most likely be made final in meetings  1.2 Operating guidelines  Try to attend all meetings  Be punctual, for meetings and deadlines  Fill out any meeting schedulers ASAP so meetings can be arranged easier  Time and place – there’s a time and place for everything, be professional when appropriate  Basic courtesies – common sense, don’t be rude  If any issues pop up, communicate – notify the team manager  Apologies – if you can’t make meetings, notify the team manager beforehand  1.3 Project preferences order  Anthony to submit preferences survey  Informal poll made beforehand to decide basic order of preferences  Informal discord poll was made to decide top 3 preferences: Fee Calculator, Bay Bookings, Attendance Record  Preferences further changed through reviewing projects, particularly the Korean Typing Skills project  Valerie has done Korean studies which may help in the typing skills project  1.4 Project/Team Manager  Project Manager will mainly maintain control of the project  Davinh to be elected as Project Manager for Sprint 1  Nicholas interested in taking Project Manager role in later Sprints  1.5 Date of Next Meeting  Wednesday 3 August, 2-3, EZONE N L1 - 102A Meeting Pod (May be subject to change)  Davinh to organise next meeting ASAP | Anthony  Davinh  ALL  Davinh |

Meeting Closed: 3:13pm