## Present:

Shuta, Sami, Bryan, Jason, Wei Pan, Tian Ru

## Absent:

None

## Meeting agenda

- Discuss Project Inception
- Discuss 3 deliverables

## Meeting notes

Minutes taken by Bryan Lim
Starting time is 8.30pm MYT
- Decided on how the backlog will be handled, will use Gitlab issue tracker
- Decided on time tracking tool, will use Gitlab issue time tracking
- Created the project vision
- Defined methods of communications for each member of the team
- Defined roles and responsibilities for each team member
- Decided on the team process model
- Decided on the definition of done
- Decided on how tasks will be allocated
- Created the risk register
End time is 10.30pm MYT

## Agreed actions

Create the analysis of alternatives
Fill out the risk registers