## 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