**NextLevel**

**Meeting Minutes**

**Kickoff Meeting**

**Date: 6 October 2022**

**Project Name:** *NextLevel Research Conference Management System*

**Opening**

The regular meeting of NextLevel research conference management system was called to order at 10:00AM on 6 October, 2022 by Aaron Vincent in SIM.

**Present**

* Aaron Vincent
* Brandon Chew
* Mikael Denys Widjaja
* Patricia Natasha
* Roswin Dingenus
* Wynne Hewitt
* Yechan Kim

**Agenda**

* Introductions of team members
* Introductions of the project
* Project preparation and understanding
* Determine and assign the roles of each member
* Setup Taiga for project management

**Summary of events**

Preparation:

All members are to understand the project requirements and the roles assigned to them. Further details and information regarding the project will be discussed in the next meeting. Everybody will create a rough idea on the functional requirements of the project which will be discussed in the next meeting.

Taiga Setup

Aaron, the Scrum Master, will set up taiga and add everybody to Taiga.

Roles Decision

All members have come together and decided on their roles respectively.

The roles table can be found below.

| **Name** | **Role** |
| --- | --- |
| Aaron Vincent | Scrum Master, Tester, Diagram designer |
| Brandon Chew | Project Manager, Back-End, Tester |
| Mikael Denys Widjaja | Front-End |
| Patricia Natasha | Back-End |
| Roswin Dingenus | Diagram Designer |
| Wynne Hewitt | Front-End |
| Yechan Kim | Database Designer, Tester |

**Adjournment**

Meeting was adjourned at 11:30AM by Aaron Vincent . The next regular meeting will be on 7 October, 2022 in SIM.

**Minutes submitted by:** Wynne Hewitt

**Approved by:** Aaron Vincent