

Attendees: All -  
16:00 -

## Meeting

24<sup>th</sup> Jan

- Group Name → Untitled Clubhouse
- Mins checkpoint done via discord
- Restructure of mins "points to discuss" in next meeting
- ACTION: Marin to activate Google / Calendar
- Allocated meeting date → see below \*
- Group leader nomination → Jamie
- DISCORD CHANNELS → NICK + Check marks.

## Discussions...

- Group Name
- Mins structure
- 10min Break for every 1hr.
- Create group policy → PM
- Create mins after every meeting
- Calendar sharing → restrictions
- Planning documents -
  - Time line
  - Group policy → Rules & Regulations.
    - ↳ Accountability
    - ↳ Punishment
    - ↳ :
- Meeting default time, subject to change 4<sup>THUR</sup>PM - 6PM \*
- Book Room - allocate person.
- Group leader nomination. By group vote.
- Structure for docs
- Considered other group roles but not appropriate
- ~~QA~~ - Key discussion:
  - PM, QA.

QA → Guidelines

Reviews →

SIDE → Discord channels Nick

Discord <sup>Reaction</sup> checkmark for review of docs.