

Used car sales website / Matchmaking System

Meeting with supervisor in tutorial week 1

Meeting No: 1

MEETING DETAILS

DATE:	20/07/2018
TIME:	12:30 - 14:30
VENUE:	014.06.019 / RMIT
ATTENDEES:	Xin Xie
	Morgan Sylven
	Moonyoung Jung
	Matthew Hezel
	Jimin Ahn

AGENDA

- 1. Project team and topic selection:**
 - Form the team members
 - Select the project topic
 - Set up general group communication tool : Slack
 - Set up team trello board for the project
 - Choose the team leader (scrum master)
 - Choose the product owner
- 2. Team communication channel:**
 - Use Slack as a general communication tool.
 - Face to Face meeting / Online meeting will be held based on group discussion on Slack. (should be at least once a week outside the class.)
- 3. Project management tool:**
 - Google drive for sharing all project documents.
 - Trello board for task management and tracking project progress.
 - C9, Github will be used depends on project requirements.
- 4. Discuss the target for next week:**
 - Identify all team members role for scrum
 - Research about matchmaking system application.