# COMP2003 – Team GROUP 4 "Salty Padel"

**Meeting Type:** First Team Meeting (Face to Face)
**Date:** 15/10/2025
**Time:** 9:30 AM
**Location:** Room 205, Charles Library, University of Plymouth
**Minute-taker:** CG

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## Agenda

Welcome
Share email addresses
Icebreaker
Define roles using Belbin-style roles
Agree team name
Discuss Agile-style roles
Agree team values
Recap client meeting
Confirm tools and communication
Plan work before next client meeting
Friendly chat and wrap-up

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## Meeting Notes

We started by sharing our university email addresses so we can communicate easily. After that we played a short icebreaker where everyone talked about their strengths and what they enjoy doing. It helped us discover both our technical and teamwork abilities and understand each other better.

Then we defined our **roles using Belbin-style roles**.
Our choices are:

- **WS** – Scrum-style facilitator and coordinator / Product Owner type
- **BO** – Innovator / Creative style and Team worker / Supporter type
- **MM** – Monitor Evaluator / Analyst type and Risk-taker / Entrepreneur type
- **CG** – Finisher / Quality Assurance and Implementer / Developer type

We then discussed names and agreed to keep the **project name "Salty Padel"** and to keep our **team's name simple – Group 4.**

Next, we looked at a list of possible team values and agreed on **three** that represent us best: **Professionalism, Accountability, and Inclusion.**

After that we moved to the **Agile-style roles**.
We agreed that **WS** will be the **Product Owner**, **MM** the **Scrum Master**, and **all of us** will work as **Developers / Designers / Quality and Testing**.
WS C will also act as the **Client Liaison.**
We agreed that these roles can **rotate later** so everyone can learn different responsibilities.

We did a quick **recap of the client meeting** and confirmed we all understand the project goals.
We also agreed on the **tools** we'll use:
**Visual Studio** for building the website, **GitHub** for version control and communication, and **Trello** for Agile sprints.

We recognised that before the **Christmas break** we aim to have our **high-fidelity prototype completed.**
Each sprint will have a list of **bullet-point tasks**, and each of us will choose at least one task to complete.
We will **check and test each other's work** before marking a sprint as finished.

**MM** created and shared a **project backlog** with the team. We all looked through it and agreed it's very useful for understanding the priority of each assignment and that it will be included in our Agile sprints.

We also decided to **draw our own sketches** of how we see the website. The client will then decide which design they prefer, and one **design person** will collect all information and create the final version of the sketch.

Our **next client meeting** will take place **Monday 20 October at 10 AM.**
**CG** will set up the **Trello Agile sprints** and collect and publish these minutes on GitHub.

We finished the meeting with a relaxed chat about hobbies and a short recap of what must be done before Monday.

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## Actions

| Task | Person Responsible | Deadline |
|---|---|---|
| Upload these minutes to GitHub | CG | 15 Oct 2025 |
| Set up Trello Agile sprints | CG | 16 Oct 2025 |
| Prepare sketches of website layout | Everyone | 20 Oct 2025 |
| Review and test each other's tasks before next sprint | Everyone | ongoing |
| Prepare for next client meeting | All team | 20 Oct 2025 |

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## Meeting ended: 10:45 AM

Everyone left in good spirits, confident about the project and the plan.