

First Meeting Minutes

Attendees: Shreya, Anthony, Catherine, Jeremy, Stephanie

Absent: None

Date: 28/07/20

Agenda Items

1. Set up your Github repository
2. Set up your other tools for team work
3. Discuss roles for individuals
4. Do some initial planning around writing User Stories based on the assignment specifications.

Discussion Summary

- We will be communicating through the Microsoft Teams channel that we have created. Any additional messaging such as reminders will be communicated through a Facebook Messenger chat.
- We decided to use Trello as a task management board as well as Google Docs for documentation.
- Advised everyone to check in at least once a day on the Teams channel, and have decided to have another meeting to discuss progress on Friday at 6:00pm.
- Assigned roles to each member of the group (Scrum master - Stephanie, Product owner - Shreya, Front End developer - Jeremy, Back End developer - Anthony, Acceptance Tester - Catherine)
- Divided up functional requirements between the group to decide which user stories each member can write.