Meeting Minutes

Meeting No: 1

Meeting Details

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| Date: | 28/07/2020 |
| Venue: | Discord |
| Attendees: | Angela Alviano  Alin Cimpean  Grace Kerr  Su-Kuen Koh  William Guida |
| Apologies: | N/A |

Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1. | Introduction with the team |
| 2. | Spoke of individual strengths/weaknesses |
| 3. | Discussed available working hours. |

Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
|  | Ice breakers and introduction to each person’s background and degree | Team | 28/07/20 |
| 2. | Identified each person’s strengths/weaknesses and aligned these with the parts of the project (i.e. backend and frontend, etc) | Team | 28/07/20 |
| 3. | We discussed the possible available times that we would all be able to have our scrum meetings. | Team | 28/07/2000 |