|  |  |
| --- | --- |
| Accent icon | Meeting Minutes |

# Call to order

A meeting of **SaltGlobal** was held at the **QUT Library** on **8th March 2017, 2pm.**

# Attendees

Attendees included **Jungwoo Lee, Alisara Alcaide, Sean McGill and Tauroa Lesueur.**

# Members not in attendance

N/A

# Meeting Goal

To get to know members of the team, set availability times for each meeting, discuss the team agreement and assign group tasks for the following week.

# Reports

Since it was the group was arranged in the second workshop a brief discussion about each team member raised. The team decided that the client/product owner will be Sean McGill and Tauroa Lesueur and the developer will be Jungwoo Lee and scrum master is Alisara Alcaide. These tasks however are not permanent and each team member will help one another when required and can swap tasks when needed. Each group member discussed availabilities and schedules so that the team can meet each week. It was decided that the team will meet physically after end of each Wednesday workshop for at least an hour and have a group meeting online every Tuesday night through social media to discuss any difficulties team members are having with certain tasks assigned. The team agreed that each team member will have an assigned task to either research or complete before the workshop the following week. Before the next workshop each team member must come up with 5-8 user stories regarding the Property Management Project. The team discussed which software tools and development environment will be used for the project and have also set up a team GIT repository.

# Meeting Adjourned

3pm