

Client Meeting 1

Date:

Friday The Tenth Day of November, 2023

Present:

Anthony Edwards (Client), Samuel Cheney, Luke McLean, Tom Belcher

Apologies:

Not Present (No Apologies):

Ryan Statton

Welcome:

Client greets the team and team roles are established. Samuel Cheney as Client Liaison, Luke McLean as Product Owner, Tom Belcher as Tech Lead, and Ryan Stratton as Scrum Master.

Meeting Purpose:

Discuss team roles, handover of equipment, any concerns with work so far and ascertain any requirements that may have been missed thus far.

Completed:

- Github created
- Kanban board created
- Researched the hardware we will be using

Regular and Current Items:

- Updated kanban board with items that need to be on the product backlog, discussed with client
- Concerns about hardware and software conveyed to client and resolved; hardware shown to the team

To Complete:

- Collect hardware on Monday The Thirteenth Day of November, 2023
- Run through hardware in-person on day of collecting hardware
- Create shared workspace where team members can put resources that could be useful to the team