**TEAM 9**

**CITS3200 PROFESSIONAL COMPUTING**

## MEETING 1 AGENDA

Time: 10:00pm

Date: 06/08/2021

Venue: Online Conference Call (Zoom)

|  |  |
| --- | --- |
| Tasks | Sub-tasks |
| Reports | * Reflection of Client Meeting |
| Discussions/Clarifications | * Strength / Weaknesses relating to the project * Opportunities / Threats relating to the project * Hours to dedicate to project * Assigning Roles * Formalise Weekly Meetings |
| To Do | * Familiarise with C# and Unity * Familiarise with relevant physics * Explore different frameworks (such as data structures) |
| Next Meeting | * Re-asses and add tasks and Roles * Expand/adjust scope * Re-asses opportunities and threats |

SPRINT 1

1. Team Manager/Project Controller - Isaac

2. Minute Taker – Matthew

3. Client, mentor, auditor Liaison Manager – Josh

4. File/document manager - Dhruv

5. Quality and Assurance – Dennis

6. Project Administrator - Rodney