CITS3200 Team 39

Minutes of Meeting 5 held on July 31 2023

Present: Milton, Sam, AJ, John, Josh

Apologies:

Absent:

Meeting Started: 10:00am

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Discussion

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5.1

Setting up minutes, timesheets, booked hour spreadsheets

Discussing most optimal time to have weekly meet ups

-> Established to be Mondays every week 10am

Discuss where to meet

-> at EZONE 202 Central

Established roles and what they do

Use trello for kanban board as a way to keep track of:

-> Tasks, deliverables

Use github for document version control and ease of working

together

5.2

We are waiting for client to reply

Discuss what we need to discuss for next meeting i.e:

-> Client requirements

-> Expectations and deliverabes

Next Meeeting: 7th of August 2023

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ACTION

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Milton: Book meeting spaces every week, email Kate McGee

Sam: Milton's email ghost writer

John: Designated project manager, maintain github and trello

AJ: Setting up hours spreadsheets

Josh: