**Meeting Minutes**

**Team Name: AceCoders (Team 1)**

**Date: 25/07/2021 Time: 12:00pm**

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| **Date:** 25/07/2021 | **Time:** 12:00pm |
| **Members Present:** | Dehemi Vihara Dissanayake Liyanage |
| Gaury Chethana Thanthirigama |
| Temuulen Tsengel |
| **Meeting Agenda Topics:** | 1. Choosing push communication mechanism 2. Organize a meeting schedule 3. Establish GitHub repository 4. Creating our team charter 5. Creating first iteration plan |

**Issue Log**

Communication is a bit on the slow side due to no face to face communication. Team members are available at different time due to their work schedules. However, Sunday is the only day where team members are able to come to team meeting.

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| **Action Item** | **Responsible Team Member** | **Completed Date** |
| Organize a meeting schedule | Dehemi | 25/07/2021 |
| Establish GitHub repository | Gaury | 25/07/2021 |
| Create our team charter | Temuulen/Gaury | 25/07/2021 |
| Create first iteration plan | Temuulen/Dehemi | 25/07/2021 |
| Log meeting minutes | Temuulen | 25/07/2021 |

**Meeting Evaluation**

On our first team meeting, we have established responsibilities as well as scheduling matters. We have decided that our meetings will take place on Sundays as team members are available only then. Each action item has been assigned to team members.