Date: 25/07/18

Time: 4 pm - 6.30 pm

Meeting Purpose : Team charter and work process status discussion

Next Meeting date : 26/07/18

Agenda :

The second group meeting was held on 25/07/18 , on that day we all group members together joined and discussed about team charter.

Mohamed Nashath, Thilina Gayamal and Hashini together started to do team charter as we all discussed in the meeting.

Created a profile in Asana for our group communications and work allocations.

Assigned team charter task to Thilina Gayamal, Mohamed Nashath and Hashini in Asana.

Stared a group communication in Asana and let everyone to contribute in the communication.

Mohamed Nashath has created the scheduled meeting plans after the discussion with all the other group memebers and assigned few of members as organizers for each meeting.

Uploaded the meeting schedule plan in git hub.

We planned to meet on Thursday i.e 26/07/18 for further discussion on assignment and team iteration.