Team Alpha

Meeting Date: January 28, 2020

Start Time: 10 AM

End Time: 11 AM

Attendance: Patel, Moxaben Ashokbhai; Aloori, Deepali; Thadisetti, Hari Kishore; Katuru, Manasa

Items Discussed

1. Team building activities.

2. Regularized weekly schedule for further team meetings.

3. Project overview discussion.

4. Creation of project website.

5. Brief discussion on roles and responsibilities for kickstarting the project.

Decisions Reached

1. Get to know the team with some team building activities, so that each team member is comfortable working as a team.

2. Scheduled team meetings on every Tuesday 10 AM - 11 AM

3. Discussed briefly about Shopify and its platform.

4. E-mailed the mentor regarding first mentor meeting.

Items for next meeting

1. Acquire the requirement documents and plan the project accordingly.

2. Assign defined roles and responsibilities among the team.

3. Designing the homepage for website.