

Team Alpha

Meeting Date: February 4, 2020

Start Time: 10 AM

End Time: 12:00 PM

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

Items Discussed

- Initialize gathering requirements.
- Topics to be discussed in the second mentor meeting.
- Setting up a Kanban for the team.
- Finalize team roles and responsibilities.
- Discussion on the project.

Decisions Reached

- Need to start identifying project specific requirements this week. Started a draft for project plan.
- A Kanban has been setup in app.clubhouse.io
- Team roles are assigned as follows:
 - Patel, Moxaben Ashokbhai: Developer and Team Co-ordinator
 - Aloori, Deepali: Developer, Quality Assurance Lead and Presentations
 - Katuru, Manasa: Developer and Documentation
 - Thadisetti, Kishore: Developer and Team Lead
- Going through legacy code and documentation. Waiting for the Shopify platform credentials.
- Website is in progress.

Items for next meeting

- To prepare a brief abstract of the project.
- Finalize the project plan and requirement specifications.