**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.