**Iteration 1 Agenda, Minutes and Reflections**

**Date: Monday 5th August 2024**

**Attendees**: Chandara Khvan, Maherali R Vijapura, Manya Bhatia, Siramade Apivirasirikul, Thinithi Bulathsinghala

**Agenda**

* Finalised deliverables for Onboarding due at 11:55pm
* Submitted Data Management Plan
* Submitted the link of onboarding build.
* Discussed approach to choosing a topic for the main project

**Next steps**

• *Action item 1*: Research the relevant article and idea on the topic for the main project.

• Responsible person: Everyone Due date: 7th August 2024

• *Action item 2*: Meeting for finishing the topic, and drafting the epic.

• Responsible person: Everyone Due date: 8th August 2024

• *Action item 3*: Drafting the persona and customer journey mapping.

• Responsible person: Manya Due date: 10th August 2024

• *Action item 4*: Find the relevant dataset

• Responsible person: Data scientist Due date: 10th August 2024

**Date: Wednesday 7th August 2024**

Attendees: Chandara Khvan, Maherali R Vijapura, Manya Bhatia, Siramade Apivirasirikul, Thinithi Bulathsinghala

#### **Agenda:**

* **Welcome and Introduction (5 minutes)**

*Objective: To introduce the purpose of the meeting and outline the agenda.*

*Led by: Manya*

Process:

* Brief overview of the meeting purpose: Establishing a Social Contract for team success.
* Importance of a social contract for effective teamwork.

#### **Team Values and Principles (10 minutes)**

#### *Objective: To identify and agree on core values and guiding principles for the team.*

*Led by: Maherali*

Process:

* Discuss and list the core team values:
* Identify and agree on key principles guiding team interactions:

#### **Expectations and Responsibilities (20 minutes)**

*Objective: To define individual and team expectations and clarify roles and responsibilities.*

*Led by: Chandara*

Process:

* Define individual expectations:
* Define team expectations:
* Discuss and assign roles and responsibilities

#### **Communication Guidelines (5 minutes)**

*Objective: To establish preferred communication channels and frequency.*

*Led by: Sira*

Process:

* Establish communication methods and frequency.

#### **Conflict Resolution (5 minutes)**

*Objective: To discuss strategies for handling conflicts within the team.*

*Led by: Thinithi*

Process:

* Outline conflict resolution method and process.

#### **Accountability and Feedback (5 minutes)**

*Objective: To define how the team will hold each other accountable and establish a feedback mechanism.*

*Led by: Sira & Thinithi*

Process:

* Define accountability mechanisms.
* Establish feedback mechanisms.

#### **Review and Finalise Social Contract (5 minutes)**

*Objective: To review the draft social contract and make any necessary adjustments.*

*Led by: Manya*

Process:

* Review the draft, discuss, and finalise the social contract document.

#### **Closing Remarks (5 minutes)**

*Objective: To summarise key points and outline next steps.*

*Led by: Manya*

Process:

* Summary of key discussion points.
* Outline next steps and action items.
* Thank team members for participation and input.

**Next steps**

• ***Action item 1*: Finalise social contract**

Responsible person: Everyone Due date: 7th August 2024

**• *Action item 2*: Distribute among the team members for review and sign.**

Responsible person: Everyone Due date: 8th August 2024

• ***Action item 3*: Upload agenda, minutes and social contract to PGP and moodle**

Responsible person: Manya Due date: 11th August 2024 (11:55pm)

**Date: Tuesday 13th August 2024**

**Attendees**: Chandara Khvan, Maherali R Vijapura, Manya Bhatia, Siramade Apivirasirikul, Thinithi Bulathsinghala

**Agenda**

* Finalise problem statement and target audience for main project
* Submit Project Idea Collection form by 11:55pm
* Assign tasks to all members

**Next steps**

**• *Action item 1*: Persona, Customer Journey Map, Empathy Map, Lotus Blossom**

• Responsible person: Manya Due date: Thursday 15th August 2024

**• *Action item 2*: Epic and user story creation excel**

• Responsible person: Chandara, Maherali Due date: Thursday 15th August 2024

Siramade, Thinithi

**• *Action item 3*: UI/UX Prototype**

• Responsible person: Manya, Maherali, Siramade Due date: Thursday 15th August 2024

**• *Action item 4*: Finalise News, Data sources and statistical evidence**

• Responsible person: Dara & Thinithi Due date: Thursday 15th August 2024

**• *Action item 5*: Epic and user story creation Leankit**

• Responsible person: Chandara, Maherali Due date: Thursday 15th August 2024

Siramade, Thinithi