Minute meetings

Start 1:15

Minute keeper: Lyndon Prado

Attendees:

Ryan

Dhil

Lyndon

Josh (could not make it due to car problems, is communicating online through slack)

Actions

Ryan – fix up and format

Lyndon – determine how files should be placed on trello and what tasks will be allocated

* Minute meetings

Josh – Gantt chart

Dhil – documentation (writing paragraphs for ideas and topics that were discussed in the meeting)

All – task management (brain storm)

All – task 1.4

Need to be done

* Gantt chart
* Task management
* Code of conduct

Discussion

* Risks and managements
* Decision on who would be leader
  + Lyndon and josh
    - Swap between the two people because Lyndon has other responsibilities like the SAE team
* Official meeting time
  + Monday 12:30
    - This was chosen so that if any problem were to arise then the problems can be fixed before the tutorial
* Weekly tasks
  + Do a task each, if there is a part in the question that requires team work then all have to contribute in that part
* Task allocation
  + Ryan
    - Quality control (check quality of work)
    - Do one weekly task
  + Josh
    - Gantt chart
    - Do one weekly task
  + Dhil
    - Type up documents
    - Update done card
    - Update profile
    - Do one weekly task
  + Lyndon
    - Minute keeper
    - Do one weekly task
* 3:30 pm meeting close