Task 1.2

1. Start using trello
2. Explore trello
3. Following list
   1. Ideas
      1. Organisation ideas
      2. Gantt chart
      3. Products that we would want to design
   2. Things to do
      1. Task 1.1
      2. Task 1.2
      3. Task 1.3
      4. Task 1.4
      5. Discuss on what tools to use to complete tasks
      6. Create profiles for each group member on trello
      7. Must create a detailed plan on how we will tackle our weaknesses and what we will do to improve our performance
      8. Task management methods
      9. Group communication methods and meeting time (a list on trello)
      10. Have pro’s and con’s of different methods of communication and ways of completing tasks
      11. Create a group code of conduct and get it signed by each member
   3. Doing list (currently doing)
   4. Roadblocks
      1. Other responsibilities
         1. FSAE Team – Lyndon
         2. Part time jobs
         3. Voluntary organisations
         4. Special consideration/needs
      2. Planning (improper planning)
      3. Communication
      4. Task allocation
      5. Quality of work
   5. Done
4. Use slack for collaboration
5. Determine what software we should use to share documents (probably use dropbox, google drive or git)
6. Determine how often we should be communicating
7. Consideration in peoples work load to determine the tasks that they are allocated
8. Discuss risk management