WOC7010 ANIMOJI AGILE PROJECT

MOM FOR WEEK1 – INITIAL PLANNING MEETING

Time: 02 Jan 2022 – 10:00 AM (GMT +08:00) Kuala Lumpur

Invitees: Aishwarya Sundaram, Karishma Patel, Licheng Xu, Lokesh Jain and Wong Seng

Attendees: Aishwarya Sundaram, Licheng Xu and Wong Seng

Minutes Taker: Aishwarya Sundaram

Recording Link:
https://365umedumy.sharepoint.com/sites/WOC7010AgileSoftawareDevelopment/Shared%20Documents/General/Recordings/Meeting%20in%20_General_-20220102_101807-Meeting%20Recording.mp4?web=1

AGENDA

To plan the work to be accomplished through a specific agile software development methodology. The meeting includes discussion on

i) the team and the roles of each member

ii) the medium to keep track of the progress of the project

iii) the product backlog, the planned burndown or burnup charts

iv) the scheduled meetings

MINUTES OF MEETING

Index	Action Item	Due Date	Status	Remarks
1	Team member roles	02-Jan-2022	Completed	Discussed the roles of team members and shared it in WhatsApp for everyone's consent.
2	Common medium to track project progress and add relevant artifacts.	04-Jan-2022	In Progress	For now, it is Google drive. To be created and intimated to the team.
3	Research on emotions	06-Jan-2022	In progress	Research on choice of emotion set is in progress by the team members.
4	Open-source tool selection for project management: Open project/Asana	02-Jan-2022	Completed	To choose Asana/Open Project. Decided through whatsapp chat.

Meeting adjourned at 10:33:00 AM