**Subject: Kickoff meeting**

**Project Name: p51**

**Facilitator:** Robotics Masters / Cian Byrne

**Prepared by:** Sam Kelly

**Mode: Remote / discord**

**Date:** 10/8/23

**Time start: 12:30**

**Time end: 12:49**

**Attendees:** Leo, Ethan, Brad, Sam, James, Julian

**Absent: Aryan**

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| **#** | **Agenda Item** | **Description/ Comments** | **Decision/Action** | **Who?** | **Items for escalation** |
| **1** | Discussion of admin documents and requirements | Reminder about contracts, deed, bitbucket and other required administrative items | Fill out and prepare these items before next week | Regards all, informed by client |  |
| **2** | Discussion of initial project scope | Developed an idea of a basic initial scope, and how to begin the project. | As this is meant to be an 8 team project and is only run by one team, initial scope will be basic and will develop throughout the project lifetime. | all |  |
| **3** | Discussion of internal communications | Finalised discord as the main means of communication internally and with client. | Fully move communications to the client’s discord server | all |  |
| **4** | Requirement for youtube video before meetings | Informed about the details of the pre meeting youtube video required by the client. | Create informative youtube video about meeting goals before meeting. | all |  |
| **5** | What needs to be completed before the next meeting? | - Project scope report  - Youtube video on meeting information  - Scope Presentation | Finish components required by the uni | all |  |