Before initial customer meeting, we met at 16:30 on the 15.10.2020 to establish a proper agenda as outlined below.

1. Rules of engaging
2. We would be prone on having meetings on Teams
3. Give them Access to (need an email)
4. Teams group
5. GitLab
6. Our primary contact is Nial (2392483B@student.gla.ac.uk)
7. Confirm primary contact.
8. Requirements - **Start gathering individually from today!**
9. The customer’s ‘big picture’ vision (the why)
10. The realistic goal within the scope of the project (the what)
11. The high level features to be implemented (the detail)
12. The minimum viable product (the customer’s priorities)
13. Release planning meeting
14. Break down and establish main milestones
15. 1-2 hours on Wednesday (21st)
16. Project launch meeting
17. Week (28th) at some point. **TBD**

Decided on generic team roles (might be changed further down the line if we feel like it):

1. Orla – Chair
2. Nial – Product Owner
3. Selim – Note Taker/Help with other roles
4. Alex – Lead Demonstrator/Note Taker
5. Jakub – Checker
6. Gening – Note Taker