**Meeting 1 Minutes**

**Scribe**: Zak  
**Date**: 2/03/23  
**Start Time**: 7:00PM **Finish Time**: 9:20PM

**Action items**:

* Wiki setup by Sara, and initial details added for contact/links.
* Google drive to be used to collaborate on documentation and hosted by Rishabh.
* Team charter developed as a group, some further work to be done prior to completion, but mostly finished.
* Decided on our preferred times for both oversight meeting (9pm Wednesday, 9pm Tuesday, 8pm Wednesday)
* Project proposal to be worked on 3/03.
* Project list decided on, priority is projects 2, 8, and 10 in that order.   
  (To be sent by Callum at the end of day 3/03)
* All members are to fill out their strengths and weaknesses prior to sending the project proposal and charter.

**Next meeting topics**:

* Checklist for Assignment 1 completion.
* Preliminary discussion on the assigned project (assuming it has been assigned).