

Subject: In-tutorial meeting on week2

Project Name: COMP3888_T17_07_Group1

Facilitator: Ben Raj

Prepared by: Everyone in group

Mode: e.g. Zoom Meeting

Date: Wed 17 Aug

Time: 17:00pm – 19:00pm

Attendees: Alvin Peng, Alex, Ben Raj, Shuai Sun, Zinc Gao, Gary Guo

Absent:

[Agenda item – the topic to be discussed during the meeting]

[Description/comments – brief explanation/justification of agenda item, sub topics to be discussed or list of things discussed as part of the agenda item]

[Decision/Action: decision made, or action taken regarding agenda item e.g. Due dates, redo work, proof and submit, contact client for clarification, discuss with team, discuss with tutor, no action required]

[Who – team member responsible for action or outcome(s) associated with decision made regarding agenda item]

[Items for escalation – any issues that needs to be raised with the team manager, tutor or client]

#	Agenda Item	Description/ Comments	Decision/Action	Who?	Items for escalation
1	What has been completed?	Made slack group, made bitbucket	Create accounts	Everyone	
2	What is in progress?	Getting familiar with collaboration tools(slack, bitbucket)	Using tools	Everyone	
3	What is working well?	Team members achieved the role rotation	Tracker, Customer, Programmer, Tester, Doomsayer	Everyone	

4	What needs improvement?				
5	Reminders				
6	What needs to be completed before the next meeting?	Joining slack group and bitbucket repository.	Arrange stuff	Everyone	
...				