## 5th August, 2021

- Start time: 2:00pm

- End time: 3:00pm

### Attendance

- [X] Ollie (teams)(minutes)

- [X] Aarti (teams)(Chair)

- [X] Biying (teams)

- [X] Xiaohan (teams)

- [ ] Kebin (teams)

- [X] Shaun (teams)

### Agenda

- Assign Roles

- Talking about project’s issues

### Follow up actions

- For each role, create corresponding docs.

Client liaison manager: technical query register

Project configuration manager: meeting minutes template

Project controller: schedule

- Learn python to parse excel data to JSON format.

- Find next client meeting software.

- Create deliverable stories and assign each story to team member(s).

- Decide which software to write story (Jira / PivotalTracker / Microsoft Excel)