# First Meeting Minutes - [Team Name Here]

## Date and Time:

6th August 2024 10:00 am - 12:00 pm

## Location:

Hive, level 4, building 9

## Meeting Attendees:

1. Teh Ming Dong
2. Adji Ilhamhafiz Sarie Hakim
3. Charmaine Chee Hing Yi
4. Yuen Kei Foong
5. Arielle Ocampo Dela Cruz
6. Mohanad Al-Mansoob

## Apologies:

* None

## Absentees:

* None

## Facilitator:

Teh Ming Dong

## Minute Taker and Time Keeper:

Charmaine Chee Hing Yi

## Agenda

| **AGENDA TOPIC 1** | | | | |
| --- | --- | --- | --- | --- |
| **TIME ALLOCATED** | 30 minutes | **LED BY:** | |  |
|  | | | | |
| **DISCUSSION** |  | | | |
| **Team Name Selection**   * Brainstorm and finalise a unique and representative team name   **Role Assignment**   * Discuss and assign specific roles and responsibilities for preparing and managing project documentation.   **Definition Of Done**   * Rough version of definition of done   **Weekly Meeting Schedule**   * Decide on a fixed weekly meeting schedule and communicate it to all team members.   **Task Allocation and Tracking**   * Determine the process for task allocation and tracking, ensuring effective project management and accountability.   **GitLab Usage Guidelines**   * Define how the team will use GitLab for version control, task management, and collaboration, and ensure all members are aligned on best practices. | | | | |
| **CONCLUSION** |  | | | |
| The decision/s agreed upon.  **Team Name :**  **AppCraft**  **Team Members and Roles :**   1. Teh Ming Dong - Quality Assurance (QA) 2. Adji Ilhamhafiz Sarie Hakim - Quality Assurance (QA) 3. Charmaine Chee Hing Yi - Documentation 4. Yuen Kei Foong - Product Owner 5. Arielle Ocampo Dela Cruz - Product Owner 6. Mohanad Al-Mansoob - Scrum Master   **Definition of Done**   * After Quality Assurance check * Delivers align with the project specifications and stakeholder’s expectation. | | | | |
| **ACTION** | **ACTION TO BE TAKEN BY** | | **DUE DATE** | |
| NA | NA | | NA | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |

## AOB

NA

Next Meeting

TBA