EEE3097S-2022

Date	10/08/2022
Attendees Chair	Moutloatsi Setlogelo (STLMOU001) Brendon Mutema (MTMBRE002)
Agenda items	• Final decision on project management tools
Action items from previous meeting	• Create GitHub repository • Meet with Tutors • Create Trello Account
Discussions points and action items	During our meeting, we tested and evaluated the functionality of Trello, determining if Trello would be a good option to manage the project. After the evaluation we decided on using Trello as its project management features were easy to work with. We also decided on using Teams to collaborate on word documents as well as GitHub to collaborate on files other than word documents. Meeting our tutor Humphrey took away some of the stress related to the course. So far there are a series of unknowns within the project, but he helped us with answering a few unknown questions, giving us pointers of how we should undergo the project and what to focus on. Our new action items are to: Setup a full structure within Trello Structure GitHub repository Revisit lecture videos to mark down suggested solutions
Signatures	MS B.E.T MUTEMA