**Supervisor Meeting Minutes**

Wednesday 17th March 11:00PM

Attendees:

Brendan Ho

Samart Khandelwal

Yifei Yu

Bing Xu

Giovanna Su

Kahsheng Lee

Absentees:

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Agenda: Supervisor meeting

Motions

Communication

* Make slack channel with other team
* Have combined meetings
* Make other channels private
* Have daily stand ups or bi-weekly standups
* Backlog grooming before sprint starts
* Future planning on friday
* Calender Invite for next zoom meeting
  + Go to google calender
  + Establish Client meeting schedule

Assign Roles

* Update Trello so that Renata can guide us through the process
* Assign roles
  + Product owner
  + Scrum master
* Short Duration roles
  + Business analytics
    - Somebody that takes the requirements from the clients and processes
    - UI flows
    - Translating requirements into solution design stuff
  + Solution Designer Role
    - Mock up what the solution look like from a technical perspective
    - What API
    - What tools
    - Solution architecture diagram
  + Technical/Data Engineer
    - API is given
    - Access feasibility
    - Testing the toolset
    - Is it technically possible

Meeting Adjournment

11:30AM