**Project Kickoff:**

* Quick intro including familiarity with Scrum and roles: In attendance were 5 team members – Frederic, Jordan, Joseph, Sunny and Zuzu. The team got familiar with one another and hit it off right away as all collaborated to ensure a successful meeting was had. One team member Varchodi couldn’t make it but hopefully will catch up before the next meeting.
* Product Owner role – As the team is missing a designated Product Owner, Primary Scrum Master Zuzu, suggested if the team can contribute to taking up the task/ role of the P.O and agreement was made on that note to proceed with the idea while the responsibilities of the P.O would be shared for transparency and adaptation.
* Project discussion and selection: This was brought up since the Team has a choice to either go with the suggested Project – a **Menu Schedular**; or come up with our own creative idea. Even after the requirements and specifications of the suggested project have already been broken down, the development team were confident and stuck with the idea about going ahead with a different project: **Online Course Platform** amongst other options. Kudos to Joseph for coming up with an educational idea.
* Collaboration tools discussion and selection –
* The team considered using Jira, GitHub to create the project, Figma for designing and have a shared update for collaboration on Google Doc. Individual email addresses were requested for this purpose. It was agreed that the Our Team section on GitHub be updated with this information.
  + The dev team – Tech stack such as NextJS & React for front end while Node/Mongo/Express for back end needs to be revisited for conclusion.
* Communication preferences discussion – Preferred communication was suggested to be the Discord channel for both chats and voice hub collaboration.
* Confirm GitHub access and familiarity + Updating the My Team section in GitHub – Each team member confirmed having access to the GitHub, expressed level of familiarity as well as reminded those of us yet to complete the Our Team section
* Scheduling the Product Backlog Refinement session for this week – Team agreed on PB refinement set for Saturday, January 11th, 2025 @ 10:00am Pacific time. We will also set aside time at the end of this session for Sprint Review and the Sprint Retrospective.
* Initial working agreements discussion – Team suggested to come up with pledges for next meeting so everyone/most members are present to agree or disagree together.
* Daily Scrum initial planning – Team agreed to meet 2x a week; the days most convenient from the schedule was Tuesdays and Saturdays for 1 hour (it may exceed depending on nature of discussion) but maybe subject to changes and adaption as well as keep an update of daily task progress/Daily Scrums asynchronously on a regular basis during the week.
* Project vision execution – Joseph indicated having an idea about the project vision however, the team will each share our ideas brainstorming to come up with the MVP features as soon as user stories / tasks have been created and prioritized as the entire Team is aware we are on a timeline and need to produce value by end of the sprint.

**To Do's:**

* Joseph - look creating Google.Doc for shared documentation
* Zuzu - create the meeting recap, set up Jira, and share access with the team
* Team – Come up with ideas to develop Most Viable Product features as well as pledges for Working Agreement.
* Zuzu – Send resources on Scrum basics as well as reflect on roles of a P.O.

**Links:**

* Not yet.