First Oversight Team Meeting- 14/03/2018

Meeting started at 6:15

Attendance: Jim, Col, Michelle, Charnes

Absent: Aaron – due to short notice on Jim’s part was unavailable to attend due to work commitments

As outlined by Jim in the oversight meeting things that need to be looked at

• Add an explicit statement of expectation of finishing assigned tasks on time

• Add an explicit statement of attendance is expected

• Set a limit of missed meetings

• Set an expected reply time to messages

• Update iteration plan to remove assignment 1 work items

• Update iteration plan to include expected due date

Meeting concluded at 19:10