

Kick-Off Meeting

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Date: 23/09/2022

Version: 1.0

Project Name: Illegal Distribution of movies that violates copyright

Meeting Objective:

Get the project off to an effective start by selecting the persons who responsible for each task and which team member will complete the given tasks.

Agenda:

- We got into teams
- Discussion about important responsibilities and personal objectives.
- Assignment of roles and tasks, as well as project deadlines.
- The topic and crucial issues to cover in the upcoming discussion are discussed.

Date and time of next meeting:

23rd September 2022 / 12:00pm

1. Opening:

On September 23, 2022, the group held a face-to-face meeting in room WS220 at the AUT Campus.

2. Attendee's list:

- Raja Mohamed Ghazali
- Corin Darius Peters

3. Activities:

- Got into teams.

- Discussed roles and responsibilities of everyone.
- The group discussed the topic and what key points we must include for the topic.

4. Discussion:

- First, each team member chose a leader so that we could follow the instructions and avoid confusion.
- The team then worked together to identify the best topic for the project after the leader had discussed the available options.
- In the end, the team members discussed their plans and objectives for the project as well as the topics we'll be covering in our next team meeting. They also went over the major topic and exchanged individual viewpoints on it.

5. Action Items:

To ensure efficiency, the Project Manager has checked and allocated new work to each team member, which must be finished by the deadline, which is as follows:

Progress Tracking:

Action Item	Assigned To	Due Date
Kick-off Meetings	Raja Mohamed Ghazali	23/09/2022
Research on Illegal Distribution of movies that violates copyright	Raja Mohamed Ghazali, Corin Darius Peters	30/09/2022
Proposal Slides (1 slide)	Raja Mohamed Ghazali	29/09/2022
Making Repository GitHub	Corin Darius Peters	30/09/2022
Role Clarification and Assignment	Raja Mohamed Ghazali	29/09/2022
Team Contract	Corin Darius Peters	30/09/2022

6. Adjournment:

The meeting was adjourned at 02:00 PM as scheduled and the project dismissed the group members with a note of appreciation.

7. Date and time of Next Meeting:

29 September 2022 via Discord 11:00AM.

8. Submitted by: Raja Mohamed Ghazali