# Team Meeting

Date | time 10/1/2016 11:15 AM| Location Lecture room

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Meeting called by | None | | Type of meeting | First Team meeting | | Facilitator | Nay Myat Min | | Note taker | MuraliMohan | | Timekeeper | MuraliMohan | | Attendees: Nay, Fong, Abishek, Murali  Please read: [Cm0547 Project Proposal]  Absentee: Liem |

## Agenda Items

|  |  |  |  |
| --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | Topic | Presenter | Time allotted | |
| |  |  |  |  | | --- | --- | --- | --- | |  | Conduct Team forming | Nay | 5 mins | |  | Core Values and Code of Conducts | - | 5 mins | |  | Tasks for a short time | - | 5 mins | |  | Disc Test | 5 | 5 mins | |

## Discussion

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| --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | Topic | Presenter | Note | |
| |  |  |  |  | | --- | --- | --- | --- | |  | Conduct Team forming   * The team will include 5 people. * Will work together to archive a good proposal. | Nay | [Time] | |  | Core Values and Code of Conducts   * Quality assurance * Code of Ethics * Core values | - | [Time] | |  | Tasks for a short time   * Research on project * PM and Cover letter | - | [Time] | |  | Disc Test   * Each person is to do a DISC test and upload it | - | [Time] | |

## Action taken

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| --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | Topic | Assigned to | Deadline | |
| |  |  |  |  | | --- | --- | --- | --- | |  | Conduct Team forming  The team will include These people:   * Nay Myat Min * Chong Wei Fong * Abishek * Muralimohan * Nguyen Duc Liem | - | - | |  | Core Values and Code of Conducts   * Not yet decided | Whole team | - | |  | Tasks for a short time   * PM and Cover letter assigned to Nay | Nay | 10th OCT 2016 | |  | Disc Test   * Each person is to do a DISC test and upload it | Whole Team | 10th OCT 2016 | |

## Other Information

Next meeting [7th Oct 2016]

Special notes -