# Team Meeting

Date | time 07/10/2016| Location LDC6041

|  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  | | --- | --- | | Meeting called by | None | | Type of meeting | Task planning meeting | | Facilitator | Nay Myat Min | | Note taker | Liem Nguyen Duc | | Timekeeper | MuraliMohan | | Attendees: Nay, Fong, Abishek, Murali, Liem  Please read: [BSC Code of conduct]  Absentee: |

## Agenda Items

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| --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | Topic | Presenter | Time allotted | |
| |  |  |  |  | | --- | --- | --- | --- | |  | Short term plan | Liem | 5 mins | |  | Task management | Liem | 5 mins | |  | Group info | Nay | 5 mins | |

## Discussion

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| |  |  |  | | --- | --- | --- | | Topic | Presenter | Note | |
| |  |  |  |  | | --- | --- | --- | --- | |  | Short term plan   * To finish Code of conducts together, refer to BSC codes. * CVs * Assignment Proposal | Liem | [Time] | |  | Task management   * Need to manage task * Version control | Liem | [Time] | |  | Group info   * Need everyone to fill in their details * Need a platform for communication | Nay | [Time] | |

## Action taken

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| --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | Topic | Assigned to | Deadline | |
| |  |  |  |  | | --- | --- | --- | --- | | ☐ | Short term plan   * Each person will write their own code of conduct. * Each person will come up with their own CV. * Brainstorming for proposal idea | - Whole team  - Whole Team  - Whole team | 10th Oct 2016 | | ☐ | Task management   * Set up and try out asana for task management. * Set up and version control on github | -Liem  -Liem | 10th OCT 2016 | | ☐ | Group info   * Everyone will submit their detail to Nay * Use Whatapps for communication | -Whole team  -Whole team | - | |

## Other Information

Next meeting [10th Oct 2016]

Special notes: For long term planning, more research need to be done.