

# INTRODUCTORY MEETING AGENDA

**Date:** 30 March 2020

**Time:** 14:00 GMT (GMT +0:00)

**Facilitator:** David Kubala

## Participating Members

Alenkruth | Shawn Xiangwei | Shaiyon Hariri | Simon Zeng | Jacob van Steyn | Pratyush Parashar | Tiger Zhao | Will Spicer | Michael Kilbane | Jackie Xu | Jared Ivory | Hassan Ali | Mayank Arora

Item
Welcome
Introduction/Icebreaker
Goal Statement
Create task list
Determine Precedent Relationships <ul style="list-style-type: none"><li>Which <math>x</math> need to happen before we start working on <math>y</math>?</li></ul>
Task Assignment <ul style="list-style-type: none"><li>Who will be taking on each individual assignment?</li></ul>
Determination of Time Involved <ul style="list-style-type: none"><li>For each <math>x</math> on the list, how long will it take to do?</li></ul>
Management Routines
Questions
Adjournment