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   * Which **x** need to happen before we start working on **y**? |  |
|  | Task Assignment   * Who will be taking on each individual assignment? |  |
|  | Determination of Time Involved   * For each **x**  on the list, how long will it take to do? |  |
|  | Management Routines |  |
|  | Questions |  |
|  | Adjournment |  |