

# Meeting 05/03/2023

Members Present: All

- William Bigley
- Chris Escandor
- Edward Keith
- Katarina Milicevic
- Samuel Cathro
- Bobby Yang (Mentor)
- Bobby to bring devices for Edward to university tomorrow 06/03/2023 at 1330 WZ Level 11
- To learn and play around with software and hardware as required.
- Need to meet with the client.

## Team expectations

- Time Management:
  - Operating hours:
    - Kat is unavailable until 1800 on weekdays.
    - Weekly meeting on Tuesdays at 1400
    - Contact hours 0800:2000
- Workload expectations:
  - Be transparent about availability and current workloads.
- Teams is the default Coms device.
- Team roles:
  - Mentor and Client Point of Contact: Sam
  - Logistics: Ed

