FIRST MEETING REPORT

1. PROJECT INFOMATION

- **Project name:**   Web Service Engineering Team Project
- **Team name:**   Team #2
- **Date:**   Jan/11/2021 – May/02/2021

2. TEAM MEMBERS

Name	Email
Christy Neal	cneal21@students.kennesaw.edu
Gopi Macha	gmacha@students.kennesaw.edu
Leul Endashaw	lendasha@students.kennesaw.edu
Phuong Nguyen	pnguye71@students.kennesaw.edu

*Note: More team members may join the team by Jan 31.

3. MEETING TIME AND LOCATION

- This is the first meeting of the team. It is conducted via Microsoft Teams.
- Meeting date: Friday – 01/21/2021
- Meeting start: 12pm
- Meeting finish: 1pm
- Meeting attendances:
  - Christy Neal
  - Gopi Macha
  - Leul Endashaw
  - Phuong Nguyen

4. AGENDA

4.1. Discuss project description and requirements. Come up with first four questions to clarify some of the requirements

- Are we building a third-party match-making app for games?
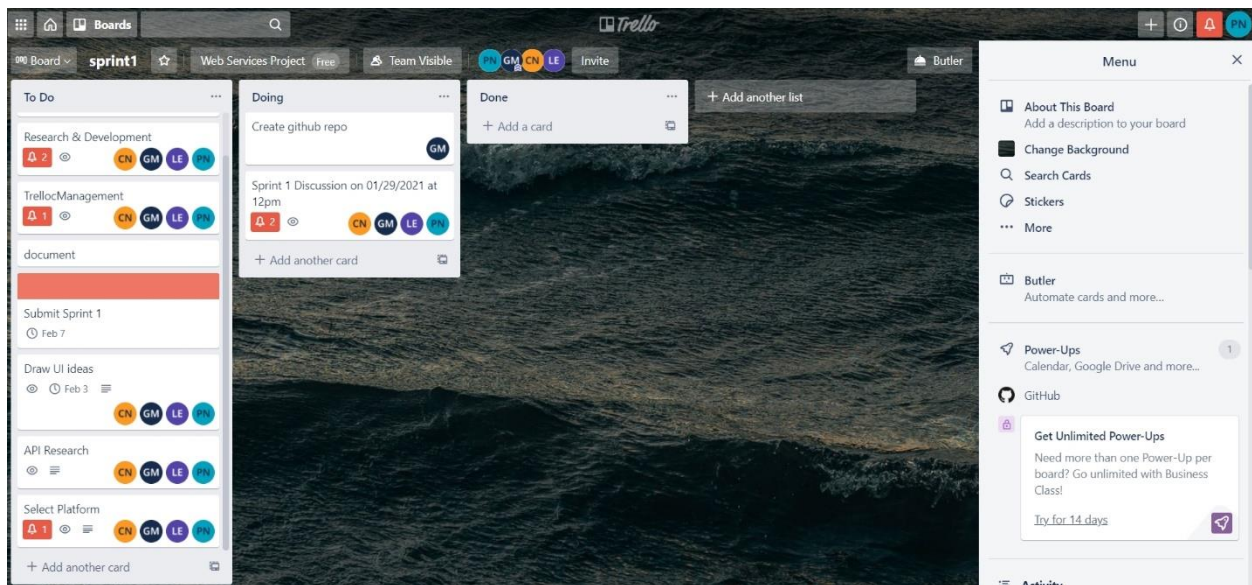- Is the app collecting data from gamers for match-making purposes?

♦ Is the app able to collect data from multi games?

♦ Are we building an app or a web application?

4.2. Designate Product Owner and Scrum Master

♦ Product Owner: Christy Neal

♦ Scrum Master: Phuong Nguyen

4.3. Pick a Project Management Tool that fits the best for the team

♦ Project Management Tools: Trello

♦ Link to the Trello Home page:

https://trello.com/webservicesproject2/home

♦ Current screen shot for the Sprint 1 board:

4.4. Set up a repository for the project

♦ Project repository: Github

♦ Link to the repo:

https://github.com/webservice-game/gameapp.git

4.5. Discuss date and time for weekly team meeting

♦ Friday at 12:00pm

5. POST MEETING ACTION

Action	Assigned to	Deadline

Posting questions on D2L discussion and sending email to Professor Mamo for further instructions. Setting up Jira.	Christy	01/24
Setting up a Gibhub repo and invite all team members	Gopi	01/23
Setting up Jira and invite all team members	Leul	01/23
Creating report for the first sprint	Phuong	01/26