

FIRST MEETING REPORT

1. PROJECT INFORMATION

- 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

- Purpose: This is the first meeting of the team. It is conducted via Microsoft Teams. This meeting occurred when we haven't had anything set up in terms of team communication and project management. This meeting should discuss all of the relevant information for the team and the project, such as team members' info, who will be the Product Owner, who will be the Scrum Master, which tools we will use for the project management and repository, date and time for the weekly meeting.
- 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

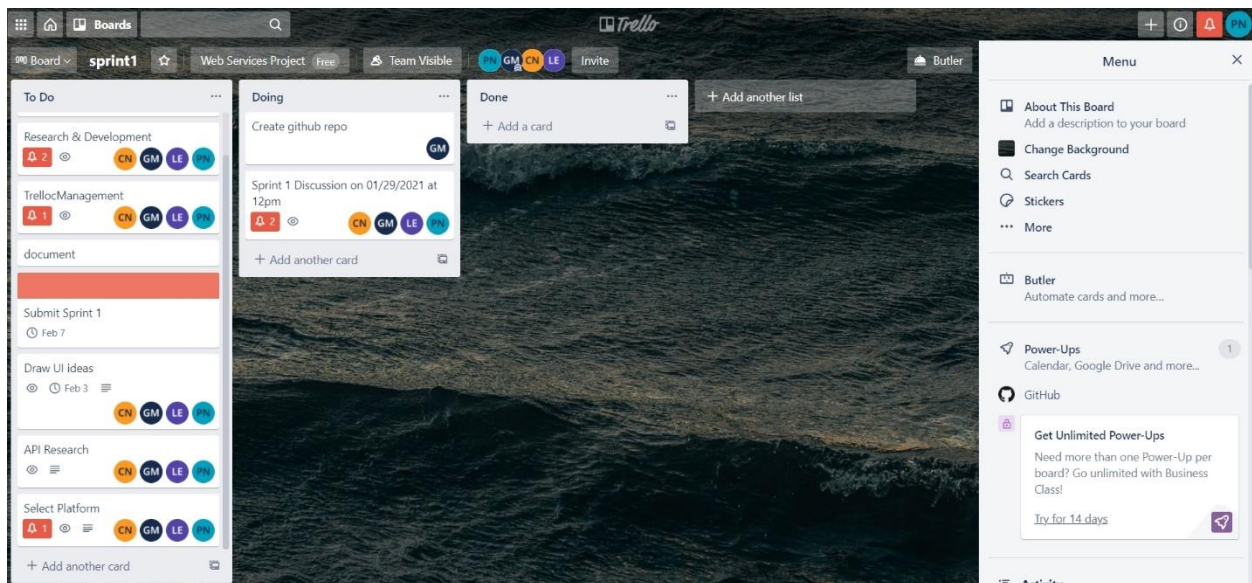
- ◆ Are we building a third-party match-making app for games?
- ◆ Is the app collecting data from gamers for match-making purposes?
- ◆ Is the app able to collect data from multi games?
- ◆ Are we building an app or a web application?

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/web servicesproject2/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/web service-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 Github 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