1. Get to know each other
   1. Do typical tutorial thing
2. Establish Meeting time
3. Get everyone setup
   1. Github/Gitkraken
   2. Project documentation – Timesheet, booked hours, timetable
   3. 4pm on Thursday of Week 1
4. Skills/Experience
   1. Platform (Windows/Mac/Linux/iOS/Andriod)
   2. Frontend Web-dev Backend Databases etc.
   3. Confidence level – out of 10
   4. Home environment/Life, shit happens etc. – out of 10
5. Establish a decision-making process
6. Set operating guidelines: attendance, timeliness, time and place, basic courtesies, breaks, interruptions, guidelines for unexpected happenings and various behaviours
7. Elect a [Project Manager](http://teaching.csse.uwa.edu.au/units/CITS3200/project/Roles.html) for your team. It is expected that the role will be undertake by at least 3 people over the course of the project.