

## **Project Initiation - Friday May 12th: 13:00 - 14:45 (GMT+1)**

### **Attendees**

- Anastasia Rizzo
- Astrid van Toor
- Leigh Feaviour

### **Notes**

- Agreed on the project objective: Online Academic Research tool
- Formulated goals, agreements, and expectations in an agreed team contract.
- Discussed our thoughts and ideas regarding the project.
- We set tasks for the week ahead.

### **Actions**

|           |  |
|-----------|--|
| Leigh     | Finalise and distribute team contract and send to tutor  |
| All       | Research existing agents to present and discuss next week  |
| All       | Sketch high level requirements to present and discuss next week  |
| All       | Create draft project plan to discuss next week and agree on single plan                                |
| Anastasia | Send initial findings to Astrid and Leigh  |
| Leigh     | Schedule weekly checkpoint calls from next week, extending next week's meeting from 30 mins to 60 mins |
| Astrid    | Distribute meeting notes   |

### **Agenda for next meeting Friday May 19th: 13:00 (GMT+1)**

- 5 minute presentation each of our research findings from this week's actions
- Discuss findings and agree on consolidated requirement and project plan
- Agree team roles to deliver the project