**Team Nebular: NISM Project Meeting Minutes**

Date & Time: Friday 7th May 18:00 BST

Location: Zoom, Meeting ID: 839 8025 9772

Attendees: Craig Watts (CWa), Dinko Isic (DI), Charlotte Wilson (CWi), Freya Basey (FB)

Apologies: N/A

Roles

Minute Taker: FB

Meeting Chair: CWi

Meeting Objectives

1. Develop and agree team project contract.
2. Discuss approach to initial project planning.

Previous Actions

N/A – No previous team meetings held.

New Items

* Meeting minutes template shared and agreed.
* Project team contract discussed, documented, and agreed.
* AWS Educate account issues discussed and resolution shared.

Actions

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| **No.** | **Action** | **Owner** | **Due Date** |
| 1.1 | Set up team Google Drive to enable document sharing. | CWi | 11/05/21 |
| 1.2 | Email module tutor to confirm context of the website to be created. | FB | 11/05/21 |
| 1.3 | Set up team Kanban board using freely available software to track team tasks. | CWa | 11/05/21 |
| 1.4 | Perform initial investigation into website build options available through AWS Educate. | CWa | 11/05/21 |
| 1.5 | Share preferred contact email address in the group WhatsApp chat. | All | 08/05/21 |
| 1.6 | Share project team contract first draft with all team members. | CWi | 08/05/21 |
| 1.7 | Share meeting minutes with all team members. | FB | 08/05/21 |
| 1.8 | Review and sign contract first draft. | All | 09/05/21 |
| 1.9 | Share final signed contract with module tutor. | CWi | 10/05/21 |
| 1.10 | Share new Zoom meeting link for next meeting. | CWa | 11/05/21 |

Key Decisions

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| --- | --- |
| **No.** | **Description** |
| 1.1 | Standard minutes template agreed. |
| 1.2 | All team members to create AWS Educate accounts in order to learn, share ideas and ensure a secondary website can be developed as a back up. |
| 1.3 | Next project team meeting will take place on Tuesday 11th May at 18:00 (BST). This meeting will cover initial project planning and role assignment. |