**SE Assignement 1b: Team Super A**

**Group Meeting**

**Date: 12/04/2016 @ 11:30am**

**Location: AUT Library Level 3**

**Meeting Objective:**

**Agenda:**

* Introductions of attendees
* Background of project
* Review of project-related documents (i.e. business case, project request, contract)
* Discussion of project organizational structure
* Discussion of project scope, time, and cost goals
* Discussion of other important topics
* List of action items from meeting

**Attendees:**

* Huynh Tram Nguyen
* Quoc Hoang Nguyen
* Fred Palemene

**Meeting discussion:**

* **Team Agreement.**
* **Work Breakdown.**
* **Work Approach & Practices.**

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| Action Item | Assigned To | Due Date |
| Complete team agreement | Quoc Hoang Nguyen | 15/04/2016 |
| Complete work approach and practice. | Huynh Tram Nguyen | 15/04/2016 |
| Work breakdown structure. | Fred Palemene | 15/04/2016 |
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Date and time of next meeting: TBC