

Week 1- 12/08/2025 (Tuesday)

Chair: Murthy Kanuri

Attendees:

- Murthy Kanuri
- Finlay Kirwan
- Jaco Espag
- Vatchapol Jittipattanakulchai

Notetaker: Murthy Kanuri

Status on Previous Actions

Who	Action	Status
Murthy	Set up kick-off	<ul style="list-style-type: none">• Done for 12th August 2025
Murthy	Set up JIRA	<ul style="list-style-type: none">• Done• https://teia.atlassian.net/jira/software/projects/KAN/boards/1
Murthy Finlay Jaco Vatchapol	Attend kick-off.	<ul style="list-style-type: none">• All attended

Actions Taken in Meeting

Who	Action
Murthy Finlay Jaco Vatchapol	<ul style="list-style-type: none">• Introductions• Murthy - Based in the UK• Finlay - Based in the UK• Jaco - Based in South Africa• Vatchapol - Based in Thailand
Murthy Finlay Jaco Vatchapol	<ul style="list-style-type: none">• Agreed to meet up on weekly basis (frequency depends on the assignment)• Agreed to use WhatsApp for regular communication• All team members are to sign the contract

Actions Next Steps

Who	Action	Status
Murty	<ul style="list-style-type: none">• Send a weekly meeting	
Murthy Finlay Jaco Vatchapol	<ul style="list-style-type: none">• All team members are to review the choice of tasks• Sign the team contract by 15th August	