# Meeting minutes 1

Participate: Jaideep, Jee, Alex, Jessie, Seth, Spencer

Location: GP V Block Level 4

Date: 30/07/2015.

Time: 6p.m—7p.m

**Agenda**

1. Talk about the website and give roles

2. Plan for the website

3. Completion of team agreement

4. Discuss team conflict management

**Key decisions**

* Roles: Developer: Jaideep & Jee

Page Designer: Seth

Database Designer: Alex

Business Analyst & Document Manager: Jessie & Spencer

* Decide the pages that we first need to design.(Homepage, Master, Login, Register, Service, Contact us)
* Discuss about team agreements.
* Give tasks to different people for next week. Finish team agreements by (All). Writing features of Help Desk(Jessie &Jaideep) and requirements for Textbook sharing(Spencer).Page design(Seth).Establish database(Alex)

**Announcement**:

1. (All) All the members should obey to the team agreements and focus on the project.

2. (All) The whole team need to think about the project that Group.44’s and give advices.