

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

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

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 11 th May at 18:00 (BST). This meeting will cover initial project planning and role assignment.