

Team Meeting - 21st November 2021

Introduction

Date of meeting	Summary of items discussed	In attendance
21st November 2021	Discussion surrounding project management methodologies and taking assignments forward.	Alex, Antonios, Kieron, Kike, Sergio, Suresh & Victor

Items Discussed

- **Submission Rep** - We discussed choosing a submission representative, but, decided to elect one in week 6.
- **Project Manager** - Kike will be taking the role as Project Manager for Week 3.
- **Meeting with Team 2** - Suggested that we setup a meeting with Team 2 to outline our requirements as a customer, as well as getting requirements for us, as a developer.
- **PM Methodology** - Following discussions based on prior experience, it was decided that we would follow an Agile-based Project Management methodology.

Actions Arising from Meeting

The below table contains a concise summary of the actions that have arisen from this meeting, as well as the team member(s) responsible for undertaking the task.

Action number	Description	Responsible
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1	Whole Team - Investigate ClickUp and the tools available for PM.	Sergio