Course name: Agile Software Project

Team number: cm2020-agil-t3g1-i4y

Team meeting date: 2022-05-17

Team members present: KSL, GAN, GAR, DY, MCL, AD

Team members absent:

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| **Agenda item/Time** | **Description** | **Discussion** | **Action Points** |
| Research presentation | Each member presents their findings with the focus on: 1. a high-level summary of the research work you have done 2. what is available in the market 3. what is the potential gap in the market we can explore  Then followed up by another 5 minutes of Q&A. |  |  |
| Choosing the final idea for further work | Idea 1 – Protein intake app  Idea 2 – Stock / Commodities analysis / prediction app |  |  |
| Walk through next steps | 1. The midterm report structure |  |  |
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|  |  |  |  |

Example of meeting notes:

This meeting managed to:

1. Review what the team had done so far.
2. Discuss the current situation and decide on the next steps
3. Decide who is doing what.
4. Set clear action points so that everyone knows what they’re doing by when and it was all within the space of 1 hour.
5. In the next meeting the group would allocate time to discussing the market analyses, giving feedback, and deciding whether more work was needed or if the team could move on to the next stage. Notice that the team members were working to their strengths -- Sarah might be good at summarising and have good written English, while the team members doing market analyses might know a bit about the market they will be analysing. Speaking other languages is a particular bonus - it is much easier to analyse the Indonesian market if you can understand local publications rather than relying on international information in English.