Course name: Agile Software Project

Team number: cm2020-agil-t3g1-i4y

Team meeting date: 10-May-22

Team members present: Kar Sheng Lee, Dmitry Yurtaev, Gustavo Roberto, Gulshan Ara Nawshin

Team members absent: Michael Clifford Lawrence, Akhil Dadi

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| **Agenda item/Time** | **Description** | **Discussion** | **Action Points** |
| Introduction | What do you do and where are you based on?  How often do you think the team should meet? E.g. once or twice a week  Which day(s) and time for the recurring meetings? (we can do a poll)  Agree on the main tool for async communication - probably Slack? | KSL (Netherlands) – Data Scientist, experienced in Agile Development. GR (Brazil) – Front end developer, 8 years of experience GAN (Bangladesh) – Full-time student, enjoy FE development DY (Qatar) – 20 years of experience in IT security  Team agreed to meet weekly on Tuesdays at 4 pm GMT. | Team to share email to KSL for meeting invitations. |
| GitHub repo and projects | KSL created a GitHub repo and project board for version control and project management purposes.  https://github.com/karsheng/Agile-Software-Project | Team agreed to use GitHub repo and project. | Team to share GitHub username to KSL. |
| First Task | In your team, give a one-sentence description of a project you would be interested in pursuing. Then, for each point, tell your team members in one sentence:  why your proposed solution is unique  where it might sit in a crowded marketplace of other technologies  is the unique selling point really unique and, if so, why haven’t others joined the lucrative market? | KSL: Bug tracking app with visualization and reminders based on the principle listed in https://www.joelonsoftware.com/2000/11/08/painless-bug-tracking/  GAN – Protein intake tracking app which provides accurate count for food item.  GR – A clothing that which consolidate the sizes e.g. in Brazil, there sizes differs from boutiques to boutiques.  DY – stock or commodity prediction app using sentiment analysis | Team to research the ideas and meet again on 12-May to decide which idea to go with |
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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 analyzing. Speaking other languages is a particular bonus - it is much easier to analyze the Indonesian market if you can understand local publications rather than relying on international information in English.