**Subject:** First Team Meeting

**Project Name:** Benchmark Commercial AI product for Medical Imaging Services Provider

**Prepared by:** Bronte Lee

**Mode:** 5 on campus, 2 on Zoom

**Date:** 9/8/2022

**Time:** 3pm – 5pm

**Attendees:** Bronte, Cailin, Kiran, Benjamin, Andersen, Edward, Zheyuan

**Absent:** Nil

| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| --- | --- | --- | --- | --- | --- |
| 1 | Set-up project environment | * Created a Bitbucket repository. * Created a Slack Workspace. * Created a Google Drive to collaborate on shared documents. | n/a | All | Nil |
| 2 | Group Contract | * Discussed each section of the contract. * Since our project isn’t programming focused, we discussed expectations for each role to better fit them to our project. | Allocated roles for weeks 2-5 | All | Nil |
| 4 | XP Summary | * All members will contribute and complete in own time. | To complete by next meeting | All | Create Google Doc |
|  | Project Familiarisation | * Individually team members will become more familiar with the project. * Brainstorm ideas for objectives, scope, knowledge required, questions to ask client, deliverables, structure. | To complete by next meeting | All | Nil |
| 5 | Preparation for first client meeting | * The group are awaiting the client’s details | Nil | Cailin | As client liaison, Cailin will contact the client about availability for an initial meeting once contact details are received. |

Meeting completed.