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**Meeting Minutes**

**Team Name: ITC218 Team 2**

**Date: 17/12/19 Time: 7pm Place: Skype**

**Members Present**

Neil Cole, Jack Carter, Maddie Liebich, Jacqueline Driver

**Jacqui:** leader

**Neil:** scribe

**Decisions Made**

Assigned roles and responsibilities for the group assignment.

Assigned a rotating roster for future meetings:

Meeting 4 will be led by Maddie and Jacqui will scribe.

**Issues Log**

**Resolved Issues:**

Discord was unsuitable for live meetings; several members could not connect to the voice chat. Unanimously switched to using Skype for future meetings.

**Action Item Person Responsible Completion Date**

Charter team information needs completing Maddie ASAP

Complete charter project description Jacqui ASAP

Project lifecycle methodology and framework Maddie, review with Jacqui ASAP

Compare Assignment 1 submissions Neil, review with Jack Done

Prepare a combine group MOV Jack Done

**Meeting Evaluation**

We assigned meeting and assignment roles to each group member, and each had time to discuss and clarify any questions regarding the assignment. By adhering to the meeting agenda we were able to wrap up the meeting within 35 minutes and each have a clear understanding of our responsibilities.