






12/5/22 Week 1 Discussion

 Participants	
 Created By	
 Type	Minutes of Meeting
 Created	@May 25, 2022 10:03 AM
 Last Edited Time	@June 22, 2022 8:00 PM

Meeting Details (ported from Sheets)

Created By: Marabel

Timestamp

12 May 2022 3:00pm

Total Time

2 hours

Location

Zoom and WhatsApp

Attendees

- Gabriel
- Darma
- Ezra
- Henry
- Marabel

Agenda Details

Presented By: Bobby (Tutor)

Agenda Topics

- Getting to know teammates
- Read through project requirements

Discussion Details

Topic 1: Role Distribution

Opened By: Gabriel

Location: Zoom

Discussion Points:

- Marabel volunteers for the role of Technical Writer
- Gabriel volunteers for the role of Project Manager
- Gabriel assigns Henry the role of Deputy Project Manager
- Gabriel assigns Darma the role of Coding Leader
- Gabriel assigns Ezra the role of Communicator

Topic 2: Coding

Opened By: Gabriel

Location: Zoom

Discussion Points:

Gabriel clarifies if the project includes full-stack development. Ezra and Marabel respond, "Yes"

Ezra asks if there are members experienced in coding. Gabriel, Henry and Darma respond that they are not confident.

Topic 3: Project Selection

Opened By: Marabel

Location: Zoom

Discussion Points:

Marabel asks the team for project selection preference. Marabel indicates that she is unsure of which to choose as both can be difficult. Gabriel agrees.

Topic 4: Creating Meeting Summary

Opened By: Gabriel

Location: WhatsApp

Discussion Points:

Gabriel assigns Henry to create a summary of the meeting. Henry agrees.

Gabriel drafts 2 points for the meeting summary (quoted word for word):

1. Github
2. Create zoom meeting link

Ezra adds on 1 point to the summary:

1. Slack

Meeting Conclusion

Shared Agreements

- Gabriel agrees to be the Project Manager
- Henry agrees to be the Deputy Project Manager
- Marabel agrees to be the Technical Writer
- Darma agrees to be the Coding Leader
- Ezra agrees to be the Communicator
- Henry agrees to create a meeting summary

To-Do-Board

Open Items

Nil

Closed Items

Nil

WIP

Nil

Action Items

1. Create GitHub accounts
2. Create Slack accounts