# CITS5206 Group 7 Meeting Minutes

Date of meeting: Sunday 06/08/2023 TEAMS MEETING

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| Present: | Dali Zheng, Haoyu Liu, Pan Yeung Lee, Nishan Devkar, Yihan Liu |
| Not Present: | N/A |
| Next meeting: | TBD |
| Minutes taken by: | Dali Zheng |

1. **Agenda**

Agree on group meeting cadence

Review and track activities on Trello board

Brainstorm ideas for questions to ask clients at kick-off meeting

Understand technical capacity and strengths of team members

Schedule next meeting

1. **Discussion**
   * Team members will take turns facilitating group meetings. Group meetings will be held as least once a week
   * Go through cards on Trello and evaluate the progress, check if any blockers blocking task’s progress
   * Selection of a customer liaison for the communication
   * Deep brainstorm session for generating ideas for kick off meetings with clients, questions were broken down into 5 categories, which are project overview, target audience and users, functional requirement, technical requirements, user acceptance testing
2. **Actions**

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| **Action** | **Assigned to** | **Deadline** |
| Set up a repo for the project | Nishan | August 11 |
| Attend kick-off meeting | ALL | August 7 |
| Review cards om Trello and add tasks to the backlog where required | All | August 4 |