

Minutes for Group 1;

Lab 1

This lab / meeting took place on Tuesday the 12th of September, 2017.

What happened:

- We got together as a group and introduced ourselves
- Maddie set up the Trello team and boards
- Each member entered their contact information in Trello and added some tasks to do.
- Kevin set up the Github page and the Slack channel and the group connected
- Maddie created the Team Contract on OneDrive and the team spent about 45 minutes editing it and creating the document to the specifications.
- Brainstormed some roles that we imagine will be needed in the upcoming Assignments.
- Delegated roles to team members. (see Team Contract)
- As a team we discussed the creation of the Gantt Chart schedule, but we agreed that we would postpone that until we have had the lesson on Gantt Charts.

Tasks completed this lab:

- Trello team and boards set up
- Slack channel set up
- Github repo set up
- Team contract created and accessible on Trello
- Some roles delegated

Tasks not completed this lab:

- Gantt Chart schedule