

# Team Meeting

30 OCTOBER 2020 | 9:30 AM PST | DISCORD

## Attendees

Rachelle Gelden, *Tech Lead*  
Jeff Hatton, *QA Lead*  
Alex Qin, *Client Liaison*  
Parsa Rajabi, *Project Manager*

## Agenda

### Last Meeting Follow-up:



### New Business:

High Priority = Red

Med Priority = Orange

Low Priority = Green

Topic of Discussion	By	Action (Y/N)
→ Standup <ul style="list-style-type: none"><li>◆ What have you done since the last time we met?</li><li>◆ What are you working on until the next time we meet?</li><li>◆ Do you have any road blockers?</li><li>◆ What is your availability for this course until the standup?</li></ul>	PR	N
→ Twila's updated document <ul style="list-style-type: none"><li>◆ Alex to upload document</li><li>◆ Parsa to update and finalize wireframes</li></ul>	RG	Y
→		
→		
→		
→		
→		
→		

## Notes



## Decisions



## Action Items

Note: all action items should be made into GitHub issues

### Everyone



### Parsa

- ☐ Update and finalize wireframes
- ☐ Working on Ticket
- ☐ Available rest of day on Friday
- ☐ Unavailable Saturday
- ☐ Available Sunday afternoon and onwards

### Alex

- ☐ To set up his other computer by end of Friday
- ☐ Finish ticket by Sunday morning
- ☐ Available until Sunday

### Rachelle

- ☐ Help Jeff with his environment issue
- ☐ Unavailable rest of day on Friday

### Jeff

- ☐ Working on Ticket
- ☐ Available rest of day on Friday
- ☐ Unavailable for Saturday & Sunday

### Questions for Bowen

- 1.

### Questions for Twila

- 1.

### Future Items:

- 1.