Team Meeting

5 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 **(5 mins/person** - aim to bring down to **2 mins/person)** ◆ What have you done since the last time we met? ◆ What are you working on until the next time we meet? ◆ Do you have any road blockers?	PR	N
➔ Updating Github Project Board ◆ Issue #5 - Git Reading ◆ Issue #6 - Testing Strategy	PR	Y - Rachelle

Decisions

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Action Items

Note: all action items should be made into GitHub issues

Everyone

❏ **Everyone to put in midterm dates/days busy in Slack general channel**

Parsa

❏

Alex
- ❏

Rachelle
- ❏ To close issues #5 and #6 once done

Jeff
- ❏

Questions for Bowen
1.

Questions for Twila
1. [Scope Gathering](#)

Future Items:
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