Team Meeting

12 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
➔ Requirements video ◆ Everyone to record their part and send to Parsa for edit	PR	Y
➔ Requirements Document ◆ Parsa and Rachelle to review Alex's part ◆ Make revisions as needed	PR	Y

Decisions

- ★

Action Items

Note: all action items should be made into GitHub issues

Everyone

- ❏ **Finish draft slides by 5 pm**
- ❏ **Record and submit by Tuesday at 12:30 pm**

Parsa

- ❏ Meet w/ Rachelle to go over project schedule
- ❏ Clean up slides

Alex

- ❏ Create and send client meeting

Rachelle

- ❏ Message everyone about what document to upload to github

Jeff

- ❏

Questions for Bowen

1.

Questions for Twila

1.

Future Items:

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