

# Team Meeting

28 SEPTEMBER 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 ( <b>5 mins/person</b> - aim to bring down to <b>2 mins/person</b> ) <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></ul>	PR	N
→ Toggl <ul style="list-style-type: none"><li>◆ Any difficulties?</li><li>◆ Tags?</li><li>◆ Align w/ Github</li><li>◆ REMINDER: update Toggl with last week's meetings and any work you did!!!</li></ul>	PR	
→ Review <a href="#">Scope Gathering</a> as a team	PR	Y - Parsa
→ Review <a href="#">Tech Stack document</a> as a team	RG	
→ Touch base on answers for Twila's questions <ul style="list-style-type: none"><li>◆ What is our game plan?<ul style="list-style-type: none"><li>● Are the answers ready to be sent?</li><li>● Should we send it with the Tech Stack doc?</li><li>● Do we want to try and send them out to Twila before Tuesday's client meeting?</li></ul></li></ul>	RG/ PR	

→ Does anyone have experience integrating with PayPal? What sort of banking information will we need from Twila?	RG	Y - Jeff
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## Decisions

- ★ Decision 1

## Action Items

Note: all action items should be made into GitHub issues

### Everyone

- ☐ Update your Toggl minutes by tomorrow at 8 pm \*\*make sure to log your hours for meetings starting Sept 21 (inclusive)\*\*
- ☐ Read FAQ Doc sent by Twila

### Parsa

- ☐ Clean up scope gathering doc, organize per email vs meeting, write questions in external meeting notes
- ☐ Send items to Alex to send to Twila

### Alex

- ☐ Send Tech stack + answers to her Qs privately to Twila (Do NOT CC other teams -- only group C)
- ☐ Send Requirement questions to Twila publicly (CC other teams)

### Rachelle

- ☐ Add signature section to Tech Stack document from Project Charter
- ☐ Working on Google maps demo

### Jeff

- ☐ To look into items required for paypal account

### Questions for Bowen

- 1.

### Questions for Twila

1. [Scope Gathering](#)

### Future Items: