Team Meeting

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 document update ◆ Progress, questions, blockers?	PR	N
➔ Squashing Commits ◆ Walk through	RG	N
➔ Alternative to map (radical, I know)	RG	Y
➔ Documentation strategy? ◆ Parsa to list out all required documentation	JH	Y

Decisions

★

Action Items

Note: all action items should be made into GitHub issues

Everyone

- ❏

Parsa

- ❏

Alex

- ❏

Rachelle

- ❏

Jeff

- ❏

Questions for Bowen

1.

Questions for Twila

1. What should the businesses see when they login?
2. MoSCoW

Future Items:

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