Minutes of Meeting

Objectives of the Meeting: Breaking the Ice Meeting and finalising the Team Contract

Day/Date: Saturday 13 November 2021.

Members Present: Thien Liu, Lukman Mohamed, Neelam Pirbhai-Jetha

Agenda/Main Item	Discussion, Decision or Action	Who? (Who should take action?)	When? (deadline to submit)
Finalising the Team Contract: The contract was uploaded by Thien on the collaborative space on UoEO's Sharepoint.	The Team Contract was reviewed and amendments were made. It was sent to the Tutor and put on Google Drive	All Members Lukman	13 November
AOB: General Discussion on the Module and the assignment	Review the assignment requirements (see screenshot) Discuss about the roles of each Member. Use of collaborative tools such as Google Drive, Meeting Scheduler (https://zcal.co/i/-ihtmAXL or Doodle), Project Management Tool (Jira)	All Members	Ongoing

Next Meeting: to be confirmed by WhatsApp

This Minutes of meeting has been:
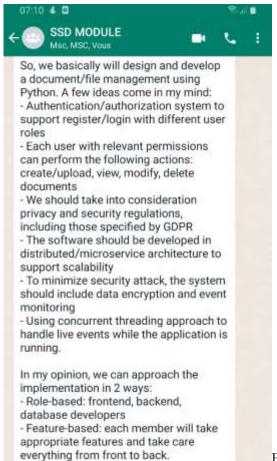**drafted by:** Neelam Pirbhai-Jetha
vetted by: Thien Liu and Lukman Mohamed

Figure 1: WhatsApp Discussion started by Thien