**Meeting 1 – W2 – Introductory Team Meeting**

Date: 08-Mar-22 Time: 11:20 am – 12:40 pm

Place: Zoom

Minutes Taker: Prateek Arora

Present: Prateek, Balraj & Thiem

Apologies: None

**Agenda:**

1. Make a draft Proposal Report and share it
   1. Overview/background of the project based on the available info.
   2. Describe the main objective(s) of the project
   3. Refine on first client meeting next week
2. Slack good for internal comms? Will have another slack workspace with clients
   1. Join Slack from email & name yourself
   2. Invite teaching staff?
   3. For Discusssing assignments & reports
3. Drop team & client meeting minutes in github wiki / internal slack special channel or both?
   1. Each person does meeting minutes fortnightly (per sprint)? – Order - Me, Balraj, Thiem
   2. Research on the existing work/solutions relevant to the current project
      1. Once we start investigating in an existing solution, we notify others on slack so they can investigate different existing solutions / propose new solutions
4. Anything else to do / add?
5. Decide time & place for a regular meeting.
   1. Start next meeting by answering these 3 questions
      1. What you have done for the project during the week individually
      2. What you plan to do for the project next week individually
      3. List the issue you encounter and give reasons if applicable
   2. Discuss solutions on problems raised.
   3. Any agile process we want to follow for meetings – Roles – Scrum Master, Product Owner or do later

**Minutes:**

1. Slack is good for internal communication
2. Meeting minutes every person will write fortnightly starting from Prateek, Balraj & Thiem and so on.
3. Scope of project:
   1. Everyone defines the scope of the project
4. Questions:
   1. What software / system is the security patch management tool for?
   2. Which operating systems will it be used for?
   3. Does our understanding of the scope align with your needs?
5. 2 Regular Meetings every week – Monday 6 pm & Friday 6 pm.

**Action Items:**

**Everyone:**

1. Define scope of the project based on project background & deliverables
2. Research on existing security patch management tools / solutions / technologies.

**Next Meeting:** 6 pm, Friday, 11 March 2022

Link: <https://adelaide.zoom.us/j/88337604290?pwd=VUxMODJmVmxkbzUySFI4WVFaczBndz09>

Passcode: 361340