Team SCC2 Meeting Agenda

Meeting to be held at Bone Lab (Room 3203 EB) at 6pm Oct 20, 2018

For attendance for Ian Murray, Kira Chan, Brandon Brooks, Prudhvi Kuchipudi, Zebin Liang

Leader : Ian Murray

Action List :

Timeline:

1. Read Background Research document (due on Oct 22) and read documents about any documents which are relative to our project.
2. Set up Slark which is used to communicate each other (Kira Chan, Ian Murray)
3. Distribute the job position for each member

* Project Manager (Kira Chan)
* Project Facilitator (Zebin Liang)
* Domain Expert/Customer Liaison (Ian Murray)
* Artifacts Manager (Prudhvi Kuchipudi)
* Safety/Security Engineer (Brandon Brooks)

1. Brainstorm fundamental idea and purpose of our expected website (Ian Murray, Kira Chan, Brandon Brooks, Prudhvi Kuchipudi, Zebin Liang)
2. Each member writes down 4 questions which are about the project as well as least 1 potential risk (Ian Murray, Kira Chan, Brandon Brooks, Prudhvi Kuchipudi, Zebin Liang)
3. Collect questions and risks together, discuss each one (Ian Murray, Kira Chan, Brandon Brooks, Prudhvi Kuchipudi, Zebin Liang)
4. Collect all questions and risks and submit an electronic copy to Instructor (Kira Chan)

Summary:

* Finish Background Research project assignment
* Schedule the date of next meeting
* Assign team roles
* Set up Slack

TODO:

* Website skeleton which includes description and overview
* Project document creation