MEETING AGENDA

Meeting #1

Prepared by: Ysabel Dungca
25th of August 2020

AGENDA

Given that this was the first meeting, there was no real agenda outside of doing cursory allocations of work, where Ysabel (Belle) was then allocated to do agendas.

A CURSORY SELECTION OF THE GROUP PROJECT

- Prior to the meeting, a poll on our Microsoft Teams was hosted, which allowed us to vote on which project idea we were going to do after we all had a cursory look of everyone's projects. In the meeting, we settled on Tung's project. We all found Tung's project to be interesting and more achievable for a team of people somewhat new to IT.

DIVISION OF RESPONSIBILITIES

- Prior to the meeting, Tom went through the assessment criteria and divided responsibilities for six people. Having concrete roles allowed us to work independently and share the workload evenly. Each role was allocated to a member, which will be expanded in the **Actions** document.

AGREEING ON MEETING TIMES

- Prior to the meetings, we agreed as a group to meet up at 9:30 AM on Tuesdays and 11:30 AM on Thursdays. This was reinforced during the meeting.
- As the week following this meeting was a semester break, the group agreed to meet once just as a quick catch up on where everyone is in their section. We would meet on the Thursday, at the same time as we normally would.