***Subject:*** 1st Tutorial

***Project Name:*** TBD

***Facilitator:*** Will Talbot

***Prepared by:*** Will Talbot

***Mode:*** Zoom

***Date:*** Tuesday 1 September 2020

***Time:*** 3.00pm – 5.00pm

***Attendees:*** Will T, Jarod R, Calum B, Ben L, Manfred A, Zhaobo W

***Absent:*** (Calum B - partially)

*[****Agenda item –*** *the topic to be discussed during the meeting*

***Description/comments*** *– brief explanation/justification of agenda item, sub topics to be discussed or list of things discussed as part of the agenda item*

***Decision/Action:*** *decision made, or action taken regarding agenda item e.g. Due dates, redo work, proof and submit, contact client for clarification, discuss with team, discuss with tutor, no action required*

***Who*** *– team member responsible for action or outcome(s) associated with decision made regarding agenda item*

***Items for escalation*** *– any issues that needs to be raised with the team manager, tutor or client]*

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| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | Tutorial | Obtain tutorial information from tutor. | Key insights:   * BB wiki documents are not markable but will help us work as a team | Team + Tutor | n/a |
| 2 | Zhaobo Wang | Determine if in the team. Get him up to speed if so. | Zhaobo was added to all software groups, and caught up about the nature of the project. | Team + Tutor | n/a |
| 3 | Bi-weekly Meetings | Determine two meeting times. Inform client. | (actionable) Send pull request to solidify meeting times.  Monday and Thursday | Calum | n/a |
|  | Group contract | Sign the contract and upload to bitbucket and canvas. |  |  | n/a |
|  | Team Roles | Team lead, Git/BB expert, Slack expert. 3 week rotation of roles before selection of Team Leader/Manager for rest of semester. | Roles chosen for next 3 weeks |  | n/a |
| 4 | Action Items | Address previous Trello action items and create new action items. |  | Team | n/a |