# Meeting Details

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| **Organiser** | Waiyaki |
| **Date** | Wednesday, 05 Apr 2023 |
| **Time** | 13:00/14:00 – 16:00 |
| **Location** | Michas place, Genter str. 54. |
| **Participants** | All team members |

# Agenda

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| 1. Welcome | * Opening remarks. * Approve the agenda. | Facilitator: Waiyaki  14:00 – 14:10 |
| 1. Communication | * Needs and wants for communication platforms. * Set up new Communication platforms | 14:10 – 14:25 |
| 1. Retrospective | * Discuss shortcomings and successes of last projects. * Discuss goals, wants, and needs for this project. * Create a Contract that respects the points raised in discussions. | 14:25 – 15:00 |
| 1. Project Ideas | * Pitch and discuss ideas and themes. | 15:00 – 15:40 |
| 1. High Concept | * Create a high-level summery of the project, its objectives, and expected outcomes. * point out general reference material. * Make a table of Must Should and Nice to haves and discuss feasibility of all points. | 15:40 – 16:30 |
| Break |  |  |
| 1. Project Scope | * Recap criteria and rules key milestones and expected deliverables given by professors. * Discuss criteria and expectations for milestones. * Identify potential risks and discuss how to mitigate them. | 17:00 – 17:20 |
| 1. Roles | * Clarify team members Roles and responsibilities. * Department leads (if needed depending on department) | 17:20 – 17:30 |
| 1. AOB | * Address any remaining topics, concerns, or questions not covered in the agenda or that came up during the meeting | 17:30 – 17:40 |
| 1. Close Out | * Summarise the key decisions and actions from the meeting. * Note undiscussed items to be discussed either asynchronously or in next meeting. * Closing remarks. * Schedule next meeting or touchpoint. | 17:40 – 18:00 |

### Key

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| * Informational * Discussion topic * Action item * Other |

# Notes / additional information

* Pre-reading material and links
  + N/a
* Questions raised between meetings.
  + N/a
* Side notes
  + N/a
* Etc.
  + N/a