

Cosc 499 - ROSEN - C

Meeting 1

Pak In Chan (92477348)
Luca de Verteuil (81822173)
Shan Hong Liew (45590304)

September 17, 2022

Abstract

This document is the report on Team GitHub Exercise 1. During the first week of group formation, each members have met each others during class on September 16, 2022. The first online meeting is being held with the goal of role assignments and have a common consent on Team Agreement. This meeting was held on September 17, 2022, utilising Zoom.

The initial contact among Client Laisons has been reached, with discussion on the weekly meeting time continued.

Team Roles

During the night before the report creation. A group member has received an Co-op offer and left the group. Contact has been sent to the instructor for new allocation. For better flexibility, only 3 of the 4 roles has been assigned while waiting for new instruction.

- Client Laison : Luca de Verteuil
- Technical Leader : Shan Hong Liew
- Project Manager : Pak In Chan
- QA Leader : TBC

Team Agreement

The Team Agreement is as following :

1. Support each other.

This is subject to, but not limited to the required task for the project.

2. Respect members life situation.

In the event of members unable to attend or complete the required task. Others should give a level of respect on others situation and address the issue.

3. Bring up problem.

Don't be shy to bring up coding problems we might have, and not be judgemental of the problems.

4. Conflict solution.

If conflict happens, group should layout the pros and cons list. And then have a team vote.

5. Show up for the meeting.

Show up for the meeting time scheduled unless given a reason. If reason is given, they are granted the permission for not showing up and have to catch up on what happened. Missing a meeting can not be a habit.

Team Agreement is subject to change when the consent of all group members has been granted.

Due Date

After the 1st week, the due date is as following :

September 23, 2022 : Submit Team GitHub Exercise.