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| **TEAM MEETING AGENDA** | | | | |
| 1. *Discuss checkpoint next week* 2. *Trello access* 3. *Github repository* | | | | |
| **Meeting Details** | | | | |
| **Chairperson: Summer Langguth** | | **Minutes: 30** | **Date & Time: 12.08 15:00** | **Location: In person** |
| **Attendees: Summer, Lucien, George, Josh** | | **Absent: N/A** |  |  |
|  | **Item** | **Notes**  **What details are important for attendees?** | | |
| 1 | Checkpoint | Everyone needs own logbook. Compile all research into shared document in the github (text document?). Document all high level requirements in the Trello. | | |
| 2 | Trello access | If you can’t access the Trello, follow the link posted in the groupchat. | | |
| 3 | Github repository | Make sure you can access the github and have made a commit AND can load the project!! | | |

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| **ACTION ITEMS** | | | | |
| # | **Item**  **What has to be done by the next meeting** | **Action**  **What action is required to get it done?** | **Who:**  **Who is responsible?** | **Due:**  **When is it due?** |
| 1 | Join github and trello | Make sure you can access and add to both | Everyone | By next week |
| 2 | Document some high level requirements in trello | Add at least 3 requirements to trello | Everyone | By next week |