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| Meeting Agenda |

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| Location: | 1A Library |
| Date: | 08/03/2018 |
| Time: | 1:30 – 2:30 |

# Agenda details:

## Minimum Expectations

### What is required weekly

### Setting goals

### Standard operation procedure

## Organisation/Delegation

### How the team should be organized

#### How to properly assign tasks and roles for group members

### Advice on how to run the team

## Communication

### Tools to use

#### Preferences

### Accountability

#### When should people respond and how frequently should they check their emails

## Issues

### Skill level

#### Training needed and time allocation for training

### Responsibilities

#### How to delegate and what tasks to be allocated and delegated

### Accountability

#### How will people make sure that they are accountable for their work and also how will team members hold others accountable

### Time management

#### Commitments

#### What counts as work done

##### Do we want to count debugging time

##### Do we want to count research and self-study