Team Meeting

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| Minutes | 19/03/18 | 10:30 am |  |

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| Meeting called by | Lyndon |
| Type of meeting | Team |
| Facilitator | Lyndon |
| Note taker | Ayub |
| Timekeeper | --- |
| Attendees | Everyone |

## Agenda topics

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| [Time Allotted] | [**IISSUES** | Lyndon |

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| Discussion | * Minutes will now be taken on Gdrive or if not will be posted within 12 hours * Task allocation will be improved by assigning all members something to do over the week and also assign deadlines for each task |

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| [Time Allotted] | [**RULES** | Lyndon |

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| Discussion | * Respond to slack within 24 hours * Ask for help when needed * Updated work logs weekly |

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| [Time Allotted] | [**Trello** | Lyndon |

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| Discussion | * Trello use document shall be made * For now Jira will be focused on instead of Trello |

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| [Time Allotted] | [**JOBS** | Lyndon |

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| Discussion | * Keagan – Planning Manager/ in charge of: * Liam * Dineth * Kosal * Jimmy – Requirements/ in charge of : * Ayub * Migara * Shenal * Lyndon – Team Leader/ in charge of: * Krishna * Jimmy * Keagan |

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| [Time Allotted] | [**Other DISCUSSIONS** | Lyndon |

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| Discussion | * Work logs → Will have to be filled weekly and template for work logs will be uploaded to Gdrive * Assessment criteria → Discussed among the group will be further taken up during next supervisor meeting |