| Meeting Agenda Team Meeting |
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| Location: | TBA |
| Date: | 19/03/2018 |
| Time: | 10:30-11:30 |

# Agenda details:

## Action Items Last week

## Product ideas

### Additional features to that we would like to implement with the smart glasses

### Brainstorm and list ideas so that we can show a list of our ideas in our next meeting with the client

## Issues

### Minutes not being posted up on time

### Assigning tasks

## Rules

### Discuss and brainstorm team rules

## Trello

### Discuss and brainstorm Trello use

### Create rules for Trello

## Jobs

### Assign people who don’t have a job yet

### Brainstorm jobs and roles, based on the scope of the project

## Work logs

### Discuss how we will fill out the forms

### Fill some out during the meeting so people can get started

## Organization

### Gantt chart

### Sprint planning

#### Backlog – create a template

#### Burn down chart – create a template

## Assessment

### Discuss about what is being assessed

### Discuss assessment criteria and what we want as a group to be assessed

## Action Items for this week