Team Meeting-1

10 FEBRUARY 2021 / 02:30 PM / ZOOM CONFERENCE ROOM

Attendees

Samarth, Priyank, Parth, Harsh, Kishan, Preyanshu, Dhruv, Yugam

Agenda

Team Introduction and Deciding Goal

Notes

Meeting Details

1. Goal

   ○ Introduction and rules for the team

   ○ Project idea discussion

2. Discussion

   ○ Introduction to team

   ○ Setting ground rules for the team

      ■ The team will create a ground rules list where input from every team member would be encouraged.

      ■ Once rules are set it would not be changed for anyone.

   ○ Project Topic idea Discussions

      ■ Selecting or finding ideas for topic of the project.

      ■ Everyone required to come with a list of topics which according to them can be used as the project topic for the next meeting.

Action Items

1. Discussion

   ○ Searching different ideas

      ■ Everyone has searched different topics for project ideas.

- ○ Sharing Platform
    - ■ A sharing platform has been created for the team.
    - ■ Each team member can share the links or files on that which will be easily accessible by others.
    - ■ Each team member has shared the findings of ideas on this platform.
    - ■ It will be useful for future references, too.
- ○ Target logs
    - ■ We have used a management tool "jeera" to complete defined targets on time.

2. Conclusion
    - ○ Topic Ideas
        - ■ Every group Member will search some topics or ideas related to software engineering and list out them to show it to others in next meeting.

Next Meeting Agenda

Final Topic selection