**Subject:** team meeting 1

**Project Name:** P23 Glioblastoma

**Facilitator:** Lin Zhang

**Prepared by:** Gorjan Muratov

**Mode:** Hybrid (on campus and online)

**Date:** 11th of August 2022

**Time:** 4pm-6pm

**Attendees:** Gorjan, Tharen, Roy, Haeata, Jamie, Alex, Nicholas, James

**Absent**

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| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? | * Created BitBucket * Created Slack * Organise team availability * Organise weekly team meetings * Organise weekly client meetings * Create initial slack channels * Assign team roles for the first 4 weeks * Discuss repo rules * Create Jira * Link Jira to BitBucket * Start project scope document |  |  |  |
| 2 | What is in progress? | * Project scope document * Deed poll * Team contract |  |  |  |
| 3 | What is working well? | * Creation of BitBucket * Creation of Slack * Creation of Jira * Role assignment * Future meeting organisation |  |  |  |
| 4 | What needs improvement? | * Team fully understanding their roles and responsibilities within the group |  |  |  |
| 5 | Reminders | * Finish all documents that need to be submitted next week |  |  |  |
| 6 | What needs to be completed before the next meeting? | * Finish deed poll * Finish team contract * Get majority of group scope finalised |  |  |  |
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