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| First Formal Team Meeting | | | | | |
| 2.1.2018 | | 13:00 – 14:30 | | [Meeting Location] | |
| Meeting called by | Thomas Henry | | | | |
| Type of meeting | Team Meeting | | | | |
| Facilitator |  | | | | |
| Note taker | Thomas Henry | | | | |
| Timekeeper | Thomas Every | | | | |
| Attendees | Thomas Every, Thomas Henry, Asif Razzak, Richard Vincent | | | | |
| Skills Audit | | | | | |
| 30 Minutes | Thomas Henry | | | | |
| Discussion | Each member filled out an individual skill audit to allow missions to be chosen/assigned based on each | | | | |
| members strengths. | | | | | |
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| Conclusions |  | | | | |
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| Action Items | | | Person Responsible | | Deadline |
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| Mission Assignment | | | | | |
| 30 Minutes | Thomas Henry | | | | |
| Discussion | Discussion regarding who should be responsible for each mission. Each team member discussed their | | | | |
| strengths which became apparent from the skills audit that was carried out. This then facilitated each member to select the most | | | | | |
| suitable mission. | | | | | |
| Conclusions | Each member has chosen missions they would like to be responsible for. All team members agreed that | | | | |
| Should anyone be struggling we will all help out anyone who needs assistance. | | | | | |
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| Action Items | | | Person Responsible | | Deadline |
| Read up on chosen mission to become familiar. | | | All | | 06/02/2018 |
| Draft ideas on how to develop each mission. | | | All | | 06/02/2018 |
| Github | | | | | |
| 30 Minutes | Thomas Henry | | | | |
| Discussion | Further to the lecture the group recapped how github worked and made sure each member was | | | | |
| comfortable using the platform. | | | | | |
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| Conclusions | Github will be the main method of storing group work to allow collaboration. | | | | |
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| Action Items | | | Person Responsible | | Deadline |
| Create a team git-hub repository. | | | TH | | 06/02/2018 |
| Create a git-hub account | | | AR | | 06/02/2018 |
| Download Git GUI. | | | All | | 06/02/2018 |