## CITS3200 Team 15

## Minutes of Meeting 1 held on August 4, 2021

Present: Angus, Chauntelle, Elon, Nur, Thomas

Apologies: No one

Absent: No one

Meeting Started: 9:30am

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| Meeting Started: 2:00pm | ACTION |
| * 1. Assign roles and Meeting time   Roles were assigned based on alphabetical order which will rotate every 2 weeks.   * Project manager: Angus * Documenter: Chauntelle * Project configuration manager: Tom * Client liaison Manager: Project manager. (Angus) * Project administrator: Nur   Coder and tester will be decided when Sprint 2 commences.  Group meeting time was determined to be at 9:30-10:30am on Wednesday. |  |
| * 1. Prepare for Client Meeting * Went through the email sent from the client * Discussed questions that we will ask the client with each other |  |
| * 1. Introduction to GitHub   Thomas gave demonstration on how to collaboratively use GitHub for file sharing   * Everyone to create their own folders to learn how to navigate GitHub * Everyone to send their timesheets to Tomas and Angus at the end of the week to put on GitHub and submit   Chauntelle to create a GitHub account and files to GitHub group | ALL |
| * 1. Sprint 1 Deliverables   Everyone to write attempt Sprint 1 questions and write down ideas. Next week everyone will be allocated a topic to write the final answer. | ALL |
| * 1. Date of Next Meeting   Wednesday 11 August, 9:30-10:30am, Reid library meeting room | ALL |

Meeting Closed: 10:30am