

Sprint-1 Weekly Meeting-1

Meeting of: *PerfectWorld Official Meeting*

Held at: *Zoom Meeting*

Date: *26 Mar 2021*

Time: *14PM - 14:30PM*

Present:

Yangfan Xu, Duc Trung Nguyen, Changhai Ren, Jiawei Ren, Jiaqi Ao

Apologies:

All attended

Approval of minutes

official meeting

Agenda items

1. Mention team members to write tasks (write it in Trello) (Done everyone will do this by themselves)
2. Talking about the roles (Jiaqi-> quality manager; Trung-> Architecture leader; Changhai-> Deployment leader)
3. Confluence issue(Team decide to reorganise the daily standup page)
4. Inception issues (trung will do requirements artefacts; Yangfan will do timeline things)
5. Everyone explains exactly what he will do before the next weekly meeting(Reading source code of the project)
6. Read code structure together (Trung will do this for the team)

Action items

- complete most part of the inception report
- have a brief discussion about the works to be done in the following days.

Action Item	Owner	Deadline	Status
Draw Timeline	Yangfan	03/26	Done
Writing project overview	Yangfan	03/26	Done
Reorganize code structure	Trung	03/31	InProgress
Draw architectural design	Trung	03/31	InProgress
Learning Typescript	All team members	03/31	InProgress
Deal with github inception	Trung	03/31	InProgress

Next meeting

The next sprint weekly meeting will be at 9 PM on 30th March at Zoom meeting and [YANGFAN XU](#) will write the meeting minutes for the next meeting.

Minutes submitted by [Jiawei Ren](#)

Approved by: [YANGFAN XU](#) [Duc Trung Nguyen](#) [Changhai Ren](#) [Jiawei Ren](#) [Jiaqi Ao](#)