



# Team Kick-off Meeting – Week 1

**Date:** 26 October 2025

**Time:** 15:00–16:00 (Online)

**Platform:** UoEO Module Forum / WhatsApp

**Facilitator:** Victor A. Angelier

**Minute Taker:** Victor A. Angelier

**Meeting Version:** v1.0

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## Agenda

1. Team formation & communication challenges
  2. Exchange of contact details
  3. Confirmation of project allocation and next steps
  4. Drafting Group Contract deadline
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## Discussion Summary

Topic	Summary	Decision / Action Taken	Owner	Due Date
<b>Team communication issues</b>	Initial difficulty establishing contact because the Essex platform does not share email addresses due to GDPR restrictions. Messages through the internal portal proved slow and unreliable.	Agreed to collect personal emails voluntarily for project use only.	Victor A. Angelier	Complete

Topic	Summary	Decision / Action Taken	Owner	Due Date
<b>Alternative channel setup</b>	Created a temporary WhatsApp group once three members were reached; this improved responsiveness.	Group active; additional members will be added when reachable.	All Members	Ongoing
<b>Member availability</b>	Some students reported limited availability because of work or personal obligations.	Remaining members to divide tasks proportionally until others return.	All Members	Ongoing
<b>Group Contract</b>	Discussed contract requirements and agreed to draft a first version for review tomorrow.	Draft contract template circulated via email for sign-off.	Victor A. Angelier	27 Oct 2025

## Risks / Issues Register

ID	Risk / Issue	Impact	Likelihood	Mitigation / Action	Status
R1	Communication delay caused by	High	High	Create WhatsApp group;	Mitigated – Open monitoring

ID	Risk / Issue	Impact	Likelihood	Mitigation / Action	Status
	restricted contact methods (GDPR / platform)			share email addresses privately with consent for course-use only.	
R2	Reduced participation by some team members	Medium	Medium	Re-allocate tasks and keep open invitation for joining later.	Ongoing

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## Next Steps

- Finalise Group Contract and email to tutor by **27 October 2025**.
  - Decide on SDLC methodology (Hybrid Agile proposed).
  - Schedule next team meeting for **30 October 2025, 18:00 CET**.
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**Sign-off:** All attending members agree that these minutes accurately reflect the discussion and decisions.

Name	Signature	Date
Victor A. Angelier	_____	26 Oct 2025
Lauren Pechey	_____	26 Oct 2025
Arianna Poverini	_____	26 Oct 2025

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**Reflection Note (for e-Portfolio):**

It was extremely difficult to establish contact with all teammates because the Essex learning platform restricts direct messaging and hides email addresses for GDPR compliance. After repeated attempts through the forum, I manually collected email details, but only three members could participate actively. We eventually created a WhatsApp group, which immediately improved coordination. Although the start was delayed, this experience highlighted the importance of redundancy in communication channels within distributed teams.