



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

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 |
|----------------------------------|--|---|--------------------|----------|
| Team communication issues | 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 |
|----------------------------------|---|---|--------------------|-------------|
| Alternative channel setup | 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 |
| Member availability | Some students reported limited availability because of work or personal obligations. | Remaining members to divide tasks proportionally until others return. | All Members | Ongoing |
| Group Contract | 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 |

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 |

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.