# 📝 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

## 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 |
| **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 restricted contact methods (GDPR / platform) | High | High | Create WhatsApp group; share email addresses privately with consent for course-use only. | Mitigated – Open monitoring |
| 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**.

**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.