Get IT CSS App Project

# Group Meeting Minutes: Week 1

Date: 2/08/2023

Time:7:00 PM

Attendees: Vijendra, ALexander, ALyssa, John

Scrum Master: VIJENDRA

Notes Taken By: Alyssa

## Agenda

* Setting up GitHub Repository
* Questions to ask client to gain an understanding of scope of project

## Actions

* Create Github Accounts
* Accept Invitation to Repository
* Reword Questions
* Add More Questions

Agenda Item: Setting up GitHub Repository

Discussion

Set up and all contribute to the GitHub repository

Vijendra has made a repository, Alyssa and Alexander have been invited to join.

Using Github desktop to manage repository.

Conclusions

We all need to be added to the repository and we will be using GitHub to collaborate

Actions

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| --- | --- | --- |
| Action | Person Responsible | Deadline |
| Create a Github Account | John | 4/08/2022 |
| Accept Invitation to GitHub Repository | Alyssa, Alexander, John | 4/08/2022 |

## Agenda Item: Questions to ask client to gain an understanding of scope of project

### Discussion

Looked at questions made by Alyssa and Vijendra.

Added a few more questions on as a group during the meeting.

### Conclusions

The questions are good and comprehensive, Alexander and John will add more later, and Alyssa will reword some of Vijendra’s bullet points into questions.

### Actions

|  |  |  |
| --- | --- | --- |
| Action | Person Responsible | Deadline |
| Reword Bullet points to Questions | Alyssa | 4/08/2022 |
| Add further questions | Alexander, John | 4/08/2022 |
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