UNIVERSITY OF ALBERTA

Meeting Agenda and Minutes

Agenda Items

1. Discuss Project / Sprint / Meeting Expectations

Attendees:

Jensen Khemchandani

Ronggang Cui

Matthew Sheydwasser

Leen Alzebdeh

Victor Nguyen

Tomas Peschke

Jashwanth

Discuss Project / Sprint / TA Meeting Expectations

Notes:
- Labs can be any time between 9 - 1050 on the scheduled days
- Labs should be used to communicate with the TA about our progress, as well as facilitate communication between the team members
- Feel free to reach out to TA at any time for any reason - either via the channel or personally
- Communication between team members and understanding each other is the most important

New action items and responsibilities:
- Fill out the multi-use release form by Sept. 16 - Everyone
- Choose one person on the team to get admin access and set up basic Github stuff
    - Mkdocs live page
    - Project board
- Start distributing tasks out for sprint 1 - Everyone
- Ensure meeting for thursday morning with the client is planned out - Everyone
    - General flow of the meeting
    - Any clarifying questions
        - Will be useful for creating requirements and user stories