Minutes - Meeting with Supervisor
Team 18

Date	04/03/16	Duration (hrs)	1:00
Time	10:00AM	Location	WT711

Agenda

- ❖ Member and supervisor introductions
- ❖ Project description and expectations
- ❖ Logbook expectations
- ❖ Initiating contact and organising a meeting with Cloud House
- ❖ Managing expectations and setting goals for the first meeting with Cloud House

Action Items

1. Client details to be passed on to team
2. Team contract to be written up and signed
3. Each member to read the project proposal guide
4. Some amount of research on AWS Lambda by each member
5. Weekly plan for weeks 2 - 4 drafted

Notes

- Waquar prefers Monday/Tuesday for meetings and is only required to attend the first meeting with the client
- Meetings will ideally be held at 2:00PM each monday
- **Cloud House contact details**
  - James Burton - james@cloud.house
  - Top Floor, 64 Symonds St, Auckland
- Dress smart for first meeting and see what is acceptable from there
- Be honest about strengths and weaknesses to the client
- Focus on how our ideas would benefit their business in the project proposal

Attendees	Role
Waquar Hussain	Supervisor
Adam Campbell	Team Leader
John Cave	
Miguel Saavedra	
Christopher Treadgold	

Version

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<v1.1> Changed style of document - 06/03/16

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