Resturant Ratings App Project

# Group Meeting Minutes

Date: 04/09/2023

Time:12:00 pm

Attendees: alyssa, alexander, vijendra, maxim, john, kimberley

Apologies: n/a

Taken By: kimberley

## Agenda

* Group Contract

## Actions

* Discuss and complete Group Contract by end of meeting

## Agenda Item: Group Contract

### Discussion

Sections of Group Contract: Team Goals, Team Procedures (Communication, Roles of Group Members, Decision Making, Record Keeping), Team Expectations (Behaviour Expectations, Team Participation), Dealing with Issues (Non-Cooperative Members), Timelines and Milestones (Project Timeline)

Highlights of Group Contract

* Team Name: Kiwitato decided tentatively
* Main mode of communication will be group discussion chat on Microsoft Teams and collaboration on GitHub
* Weekly meeting on Monday at 12pm, secondary meeting on Thursday 6.30pm recommended but optional
* Roles of Group Members table needs to be checked with lecturer
* Trello board will be used to list, delegate and view updates on backlog
* Any issues arising within the group which might affect progress of project will be discussed and solved during group meetings, redelegate tasks and highlighted to lecturer if needed
* Timeline for each section of project decided on, with allowance of a buffer period

### Conclusions

* All members were present and details of group contract agreed upon
* Each team member to fill out student details section
* Follow up session on Thursday 6.30pm for a group check in
* Aim to finish bookwork by end of this week

### Actions

|  |  |  |
| --- | --- | --- |
| Action | Person Responsible | Deadline |
| Fill out student details  Requirements and System  Documents to be completed | All team members  All team members | 08/09/2023  08/09/2023 |