

Subject: Team meeting 2

Project Name: TechLab knowledge sharing and reporting platform upgrade

Facilitator: Jim Cook / Viji Venkataramani

Prepared by: Hand of the Fek

Mode: Face to face

Date: Tuesday 19th August

Time: 1.00pm – 1.40pm

Attendees: Cameron, Joo, Adam, Vicky

Absent: Clinton

[Agenda item – the topic to be discussed during the meeting]

[Description/comments – brief explanation/justification of agenda item, sub topics to be discussed or list of things discussed as part of the agenda item]

[Decision/Action: decision made, or action taken regarding agenda item e.g. Due dates, redo work, proof and submit, contact client for clarification, discuss with team, discuss with tutor, no action required]

[Who – team member responsible for action or outcome(s) associated with decision made regarding agenda item]

[Items for escalation – any issues that needs to be raised with the team manager, tutor or client]

#	Agenda Item	Description/ Comments	Decision/Action	Who?	Items for escalation
1	What has been completed?	Draft of the scope Conceptual model of the web page	Begin assigning responsibilities. Complete stakeholder table.	Cameron	Questions about canvas submissions Scope document

			Complete scope document		
2	What is in progress?	Finalising design and scope of website. Begin analysing github repository.	26th due date of the design	Clinton	Scope contract
3	What is working well?	Design of scope. Clients are communicating well and like the design of the website.	Assign roles to manage area to work on for each member	Adam Clinton	Specific design implementations such as advanced search.
4	What needs improvement?	Specific design conflicts about how to display results.	Discuss with team of the capabilities Contact client for clarification if needed	Vicky	Contact clients when encountering an issue with design.
5	Reminders	Finalise design Fork repository and begin working on codebase by week 4	Manage progress by having meetings to ensure progress is made.	Joo	None

6	What needs to be completed before the next meeting?	Next meeting not until 2 weeks. Finalise design. Begin updating the search of the website. Add	Weekly meeting in week 4 to manage the contributions.	Adam	
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