

Car Share

Group 7 Meeting Minutes

Meeting No: 4 Week 2

MEETING DETAILS

DATE:	24.03.19
TIME:	5:00PM
VENUE:	RMIT, Building 28
ATTENDEES:	Mahima, Ahnaf, Khatina
APOLOGIES:	-
COPY TO:	-

AGENDA

1. **REVIEW OF PREVIOUS MINUTES:** In the previous meeting, the team discussed what needs to be done for the project charter, how to set up the framework, working with sprint and finalising the user stories.

No.	Issue	Discussion	Action	Member
1	Completion of project charter	Discussed and checked the final project charter draft	Resolved any issues and mistakes.	Khatina, Ahnaf, Mahima
2	Project governance	Discussed about the project will be governed.	Came to conclusion about the governance and will follow 4 steps method.(in the charter)	Khatina, Ahnaf, Mahima
3	Project scope	Discussed how broad our project should be	We added all primary features to backlog, also added some moderate features.	Khatina, Ahnaf, Mahima
4	Project risk and methodology	Discussed about the risks, outcomes of those and how to minimise if not reduced.	We tried to find alternate ways to minimise the risk	Khatina, Ahnaf, Mahima