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| Team Meeting | 25/02/2020  9:00  Thornlie TAFE Library |

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| Meeting called by: | Alan Pedersen | Type of meeting: | Setup Meeting |
| Facilitator: |  | Note taker: | Alan Pedersen |
| Timekeeper: |  |  |  |

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| Attendees: | Zara Duncanson (ZD)  David Perry (DP)  Alan Pedersen (AP) |
| Please read: |  |
| Please bring: |  |

Minutes

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| Agenda item: | Selection of a source and version control system | Presenter: | All |

Discussion:

GitHub was unanimously selected for source and version control. It was decided that the owner of the database adopted for the project would set up a GitHub repository and inform the other team members of its location.

Conclusions:

GitHub to be used, repository to be set up.

| Action items | Person responsible | Deadline |
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| * Create GitHub repository | AP | 27/05/20 |
| * Email location to team members | AP | 27/05/20 |

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| Agenda item: | Selection of base version for project | Presenter: | All |

Discussion:

The three versions of the movie database were reviewed. The combined project will be drawn from the three versions. The database and search screen from APs version, the top 10 chart page from ZDs version.

Conclusions:

The files are to be loaded into GitHub and merged.

| Action items | Person responsible | Deadline |
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| * Load files into GitHub | AP & ZD | 27/05/20 |
| * Merge the systems | AP | 28/05/20 |
| * Review merged system | All | 29/05/20 |

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| Agenda item: | Project plan | Presenter: |  |

Discussion:

Project Libre was selected as the project management software package. DP to develop a project management plan for sprint 1, project plan to be loaded into GitHub.

Conclusions:

Project Libre to be used

| Action items | Person responsible | Deadline |
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| * Develop project plan | DP | 29/05/20 |
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| Agenda item: | Multi-Platform Report | Presenter: |  |

Discussion:

ZD was tasked with developing the Multi-Platform Report. Report to be loaded into GitHub for review.

Conclusions:

| Action items | Person responsible | Deadline |
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| * Develop report | ZD | 02/06/20 |
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| Agenda item: | CITE QA standards | Presenter: |  |

Discussion:

It was noted that the CITE web site is no longer active at [www.cite.com.au](http://www.cite.com.au). Query to Stewart on sourcing standards and clarification of what is required for the Analysis Report.

Conclusions:

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Source standards | AP | 28/05/20 |
| * Clarify report requirements | AP | 28/05/20 |
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Other Information

Observers:

Resources:

Special notes:

AP to source laptop computer for future meetings