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| Team Meeting | 05/06/2014:00Thornlie TAFE Library |

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| Meeting called by: | Zara Duncanson | Type of meeting: | Sprint Two Meeting |
| Facilitator: |  | Note taker: | David Perry |
| Timekeeper: |  |  |  |

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

# Minutes

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| Agenda item: | Software Review Plan to be discussed | Presenter: | All |

#### Discussion:

A debrief of Sprint One tasks and the presentation was carried out. The team had a technical discussion regarding how the new pages would be laid out and function. The team agreed clarification was required regarding email function, admin login and software review plan.

#### Conclusions:

Clarification required

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Email Stewart with questions | ZD | 7/6/20 |

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| Agenda item: | GitHub access discussion | Presenter: | All |

#### Discussion:

The uploading of files to GitHub was discussed, some research was carried out to allow ZD and DP to collaborate with the team GitHub.

#### Conclusions:

DP and ZD to gain more access to GitHub

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * AP to invite ZD and DP to collaborate | AP | 5/6/20 |

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| Agenda item: | Allocate Tasks for Sprint Two | Presenter: | ZD |

#### Discussion:

The tasks were discussed and allocated to give members different a different job than Sprint One.

#### Conclusions:

Members allocated new tasks

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Develop Project Plan | AP | 6/6/20 |
| * Develop Report | DP | 8/6/20 |
| * Write code for web page requirements | ZD & AP | 10/6/20 |

# Other Information

#### Observers:

#### Resources:

#### Special notes: