Team Meeting

# Contents

[Contents 1](#_Toc55520363)

[Meeting Details 1](#_Toc55520364)

[Agenda Items 1](#_Toc55520365)

[Minutes 2](#_Toc55520366)

[Action Items 3](#_Toc55520367)

# Meeting Details

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | 10/11/2020 | Scrum Master: | Scott Graham |
| Time: | 9.30 | **Note Taker:** | Alex Duthie |
| Attendees: | | **Moderator:** | Vittorio Rivabella (Slack Admin) |
| * Vittorio Rivabella * Scott Graham * Alex Duthie | | **Agenda Planner:** | Damir Elsik |
| Apologies: | | **Action Items Planner:** | Andrew Ellen |
| * Andrew Ellen * Damir Elsik | | **Lecturers:** | Douglas Barr & Tom McCallum |

# Agenda Items

* Discuss:
  + Vision Statements
  + Mission Statements
  + Possible problems to tackle (regarding climate change)
  + Possibly solutions to said problems
* Go through entry submission requisites and how we will tackle them
* Allocate these tasks:
  + Presentation Template
  + Format Git Readme
* Media collection:
  + Where will we store it?
  + Formats, Sizes?
  + Credit authors/ artist
* General idea discussion/ elaboration

# Minutes

* Mission Statement Suggestions:
  + “Give consumers an easy and accessible way to manage their carbon footprint” – Scott Graham
* General Idea Discussion
  + Plugin prototype is going to be developed for Amazon’s website
  + We will use an API to pull energy information for Amazon products OR just pluck data from the Amazon product’s page
* Due to a large part of the team being unavailable for today’s meeting, we opted to talk mostly about API’s and then to find a suitable[s] API for the project
  + We will align the team in next meeting
  + We will begin development after team alignment

# Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| Action Item | Assigned to | Deadline? | Status |
| List submission requisites in a document to use as a guide | Alex Duthie | 12/11/2020 | Assigned |
| Create a presentation template | Vittorio Rivabella | 12/11/2020 | Assigned |
| Write up minutes for today’s meeting | Alex Duthie | 10/11/2020 | In progress |
| Align team during 11/11/2020 meeting | Team | 11/11/2020 | Pending |