Team Meeting

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# Meeting Details

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | 11/11/2020 | Scrum Master: | Scott Graham |
| Time: | 13.00 | **Note Taker:** | Alex Duthie |
| Attendees: | | **Moderator:** | Vittorio Rivabella (Slack Admin) |
| * Vittorio Rivabella * Scott Graham * Alex Duthie * Damir Elsik * Andrew Ellen | | **Agenda Planner:** | Damir Elsik |
| Apologies: | | **Action Items Planner:** | Andrew Ellen |
|  | | **Lecturers:** | Douglas Barr & Tom McCallum |

# Agenda Items

* Align team
* Create design & development, use clustered features and MVPs to:
  + Allocate design tasks
  + Allocate development tasks
* Allocate team members to the:
  + Design team
  + Development team
  + (both teams can help each other if needed)

# Minutes

* Team has been aligned
* App to be produced using Vue.js
* Design team tasks created:
  + Logo creation
  + Presentation template creation
  + Infrastructure Graphs/ Charts creation
  + Intro creation
  + Edit/ Create Video Presentation
  + Write up a long description
  + Write up a short description
  + Write up a video script
* Development team tasks created:
  + Landing page displaying product info
  + Make plugin recognize specific product
  + Connect landing page to extension plugin
  + Build plugin PSD mockup featuring APP to display on
  + Build HomePage component and add to router
  + Create dummy user/ prize and points components
* Development team members will be:
  + Andrew Ellen
  + Scott Graham
  + Damir Elsik
* Design team members will be:
  + Vittorio Rivabella
  + Alex Duthie
* Database to be created with dummy product data to use on prototype
* Host the app on the IBM cloud?

# Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| Action Item | Assigned to | Deadline? | Status |
| Write Short/ Long Description | Alex Duthie | ASAP | Assigned |
| Create README file | Design Team | ASAP | Assigned |
| Write video script | Design Team | 13/11/2020 | Assigned |
| Infrastructure graph creation/ Logo | Vittorio Rivabella | ASAP | Assigned |
| Create a rough video intro | Alex Duthie | ASAP | Assigned |
| Create dummy points/ prize and user components | Scott Graham | ASAP | Assigned |
| Set up the Vue.js project | Andrew Ellen | ASAP | Assigned |
| Make plugin recognize specific product | Damir Elsik | ASAP | Assigned |
| Provide comparison data | Project Main | ASAP | Unassigned |