Team Meeting

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# Meeting Details

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | 12/11/2020 | Scrum Master: | Scott Graham |
| Time: | 9.30 | **Note Taker:** | Alex Duthie |
| Attendees: | | **Moderator:** | Vittorio Rivabella (Slack Admin) |
| * Alex Duthie * Scott Graham * Damir Elsik * Andrew Ellen * Vittorio Rivabella | | **Agenda Planner:** | Damir Elsik |
| Apologies: | | **Action Items Planner:** | Andrew Ellen |
|  | | **Lecturers:** | Douglas Barr & Tom McCallum |

# Agenda Items

* Team alignment
* Discuss and create feature story points
* Break down current clusters
* Discuss and utilize the main epic ‘Project Main’
  + Discuss main tasks
  + Create main tasks
  + Possibly create sub-tasks off those main tasks

# Minutes

* Deadline: End of 12/11/2020
  + Descriptions: Alex
    - Discuss descriptions
  + Video Media: Vittorio
  + Video Script: Collaborate
  + Getting the plugin to popup: Andrew
  + Dummy prize page content: Scott
    - Points component comes after
  + Cloudant Database Creation: Damir
  + Infrastructure page needs pipeline included: Vittorio
  + Flesh out the README file: Design/ Development Team
* Decided to start using the main ‘Project Main’ epic to better show the status of progression
  + Sub-tasks/ issues can be linked to the main tasks and then assigned to a team member
  + Assigned sub-tasks/ issues can be moved to personal epics

# Action Items (HIGHEST FIRST TODAY)

|  |  |  |  |
| --- | --- | --- | --- |
| Action Item | Assigned to | Deadline? | Status |
| Finish product descriptions | Alex Duthie | 12/11/2020 | In progress |
| Collect video resources | Vittorio Rivabella | 12/11/2020 | In progress |
| Get the plugin to popup | Andrew Ellen | 12/11/2020 | In progress |
| Populate dummy prize page | Scott with help from Design team | 12/11/2020 | In progress |
| Create Cloudant database | Damir Elsik | 12/11/2020 | Assigned |
| Add pipeline to infrastructure graph | Vittorio Rivabella | 12/11/2020 | In progress |
| Start populating a README file | Design/ Development | 13/11/2020 | Assigned |