Group Meeting Journal

Meeting 1:

Date: Tuesday 25th of July

Time: 2-4pm

Location: Library Room V511

Objectives:

During the team meeting, the key objectives of the meeting is to continue work that was started during Monday's Tutorial. The required work is to be completed and uploaded to the repository before the due date which is Wednesday the 26th of July at 11:59pm. The follow tasks that need to be finalised by the group is as follows:

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| --- | --- | --- | --- |
| Task | Description | Status | Output |
| Client and Developer Features | Client features are what the client team wants to see developed in the project.  Developer features are what the developer team think should be in the project. Each discipline (IS and CS) will brainstorm features in order to incorporate the knowledge of both areas. | Incomplete | The client features are completed along with the some of the developer features done by the Computer Science team. The Information System team need to brainstorm there developer features and will be done individual throughout the following days. |
| SCRUM Roles | Each team member as outlined in the tutorial should be delegated a specific role in the group based on SCRUM Roles. | Completed | The role of each group member is as follows:  Client:   * Jamie Kostaschuk   SCRUM Master:   * Caleb Spencer   Developer Team:   * Caleb Spencer * Bryce Walton * Michael Donato * Jason Tam |
| Team Agreement | The team agreement is a document that outlines the principles of effective teamwork and how they will be applied to the group throughout the course of the project. It acts as a contract between team members regarding each members obligations and responsibilities to ensure a successful outcome. | Completed | The group created a team agreement stating a number of principles that each member must follow to ensure a successful project outcome. It also states what will penalties will occur when these rules are broken by any member and ensured that the agreement was approved by everyone. This agreement includes a signed declaration stating that we agree to the terms and conditions within the document. |