

# Week #3 Team Meeting

## Overview

This meeting has primarily been called for the team to discuss a way forward with respect to the mock-up development for the CRM, whether we'll designate team roles, and the framework we're going to employ for the project.

Attendees	@ Danielle Rosenfeld-Lovell @ Lam Nguyen Khoa @ Hai Nguyen @ Benedict Jefferson @ Meaghan Gaunt
Meeting Time	3pm AEST, Thursday 12th August
Next team meeting	TBC after mock-up initial review

## Team update

Important reminders for upcoming events.

Date	News	Action items	Notes
12/8/21	<ul style="list-style-type: none"><li>Just a recap on our expected timeline to date; we are expecting based on what the client said, to have a mock-up ready late next week and a first screen ready for week 8 (so the majority of the project implementation ready by then).</li></ul>	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Schedule a meeting to talk about the first sprint for next week (this might be setting up the backend).</li><li><input checked="" type="checkbox"/> Decide the tool for mock-up (see agenda notes and action items as below).</li></ul>	

## Meeting agenda

Agenda for week #3 team meeting

Agenda	Meeting notes	Action items
<ul style="list-style-type: none"><li>Mock-up what tool are we going to use and who is going to be responsible for creating the mock-up?</li></ul>	<p>A couple of team members have used Adobe XD for web IT; figma seems to have a student license. Really not too much of a big deal which thing gets used because we'll be learning the technology anyway.</p> <p>Opting for Figma at present.</p>	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Lam, Meagan, and Danielle to do 2 or so pages to prototype a design.</li><li><input checked="" type="checkbox"/> Meeting for subgroup to occur on Monday or so to decide on an overall design layout.</li><li><input checked="" type="checkbox"/> Meeting to be scheduled for 1630hrs Monday to do a review of the first draft.</li><li><input checked="" type="checkbox"/> Whole of team review of the overall draft of whole UI on the mockup.</li></ul>
<ul style="list-style-type: none"><li>What framework are we going to use? What are the perceived pros and cons of each?</li></ul>	<ul style="list-style-type: none"><li>This could probably be a deferred decision.</li><li>Basically it comes down broadly whether we want to use python or js.</li><li>Lam has suggested using node js and Express in the first instance for the backend.</li><li>Frontend TBC likely at next meeting.</li></ul>	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Whole of team to do some research as to what frontend framework we want to employ by timing of the next team meeting.</li></ul>
<ul style="list-style-type: none"><li>Team roles moving forward; do we want to formally designate roles and, if so, what will they be and who gets assigned to what?</li></ul>	<ul style="list-style-type: none"><li>Lam has suggested a frontend and backend lead.</li><li>These roles will likely need to change depending on what's actually needed at the time and how we're going with the rest of our commitments.</li></ul>	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Frontend predominate team to be: @ Meaghan Gaunt , @ Benedict Jefferson .</li><li><input checked="" type="checkbox"/> Backend predominate team: @ Danielle Rosenfeld-Lovell , @ Lam Nguyen Khoa , @ Hai Nguyen .</li></ul>

<ul style="list-style-type: none"> <li>• Talk through the Agile methodology; roughly what it is and why the subject is choosing to use aspects of agile development.</li> </ul>	<ul style="list-style-type: none"> <li>• Overall summary provided and team can have a look at the Atlassian guide.</li> </ul>	<input checked="" type="checkbox"/> Whole of team to have a look into Agile before the next whole of team meeting.
<ul style="list-style-type: none"> <li>• Timing of the next group meeting?</li> </ul>	<ul style="list-style-type: none"> <li>• Will decide later, perhaps on Week 4 Workshop</li> </ul>	

## Resources

Atlassian guide to Agile methodology: <https://www.atlassian.com/agile>