Week #12 Team meeting

📋 Overview

Final team meeting to discuss any outstanding work and practice the presentation.

Time	**18th October, 2021 @ 1815hrs AEDT**
Attendees	@ Lam Nguyen Khoa @ Hai Nguyen @ Meaghan Gaunt @ Benedict Jefferson @ Danielle Rosenfeld-Lovell
Meeting link	Hosted on Discord

👥 Team update

News	Notes	Actionable items
Week 12 checklist due at the end of the week (22/10)	• This is the last of the actual record of artefacts that we need to deliver for the course • All associated tasks have already been submitted to Trello	☐ This is the last of the actual record of artefacts that we need to deliver for the course. All pieces of documentation need to be available to the tutor via github ☐ Screenshots of discord convos also to be submitted to github for a record of information sharing ☐ Checklist needs to be completed and submitted
There's also a final submission which is a record of the handover and a boasting page due on 19th November	• @ Danielle Rosenfeld-Lovell : going to aim to have this submitted at the same time as the week 12 checklist	☐ Submit final checklist including details of handover and the "boasting page"
Don't forget to submit your professional communication report and individual contribution statements!	• Each of these are worth 15% of your marks	☐ All members to make sure that their own work has been submitted for these pieces of the project

🕐 Meeting agenda

Agenda item	Notes	Actionable items
1. Presentation: confirming that everyone is happy with the content, layout and designating roles (which slides each of us will do)	• Team happy with the overall appearance, with one minor suggestion for improvement @ Lam Nguyen Khoa made listed under actionable items.	☐ Add some more icons to the tools page and be sure to mention that github actions were used for CI/CD

2. Boasting page: will need some feedback from all team members on what to put in the boasting page (what are you each most proud of with regards to the project).	• @ Meaghan Gaunt most proud of the events page including the styling/layout; proud of having contributed to some of the functional requirements • @ Lam Nguyen Khoa BE API secure design and maintainable • @ Hai Nguyen has learned a lot about especially using React for FE and learning generally • @ Benedict Jefferson overall structure of the code; it's clean and readable and glad to have learned a lot about the whole website tech stack that we have used	☐ @ Danielle Rosenfeld-Lovell to ensure that some of this is collated into our team boasting page by the end of the week to submit
3. E2E testing	• Refer to E2E testing document to see results of E2E testing	
4. Thanks to everyone on the team and all the very best for your futures!	• It's been really great that we've all kept turning up for meetings and kept plodding along despite really trying circumstances. • Team also had some really positive final feedback from the client who seemed happy overall; well done!	