**The A-Team**

Write your Project Name Here

**Agenda** for the Professional Development *Professional Project* meeting held on [date] at [time].

**Requested Attendance:**

**Goal**: To introduce the team members, identify our project brief, and consider our approach to working together.

# Items for Discussion

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| 1. | **Introductions**  Briefly introduce ourselves to each other, talking about our ideas for the project brief you’ve been allocated, our strengths and weaknesses, and what we hope to contribute to your project. |  |
| 2. | **Communication**  We need to discuss and identify an appropriate platform for our professional project communications, e.g. Slack. |  |
| 3. | **Coordination**  We need to discuss and identify an appropriate platform for coordinating and managing the required tasks to complete on the professional project, e.g. Trello or Jira |  |
| 4. | **Cooperation**  We need to discuss and identify rules and an appropriate platform for working together collaboratively, e.g. GitHub and OneDrive. |  |
| 5. | **Interdependence**  We need to discuss and identify rules for working together, and how we are going to problem solve as a group. We also need to identify the strengths and weaknesses of all members of the team. |  |
| 6. | **AOB**  Any other business |  |

**Minutes to be recorded by**:

Wendesday 23rd March 2022

Present: Faizaan, Liam, Daniel, Amin

Syed- Not present but notified group beforehand

Yonis- Not present

Anwar- Not present

Meeting:

Introduced ourselves – four members, Faizaan, Liam, Daniel and Amin.

Brief view of the project as well and strength and weaknesses.

Made initial WhatsApp group for communication.

Created Trello, as coordination tool- Faizaan’s idea, setup by Amin

Set out roles:

Project Manager: Faizaan – Organising teams, lead meetings, ensures everyone knows what needs to be done, sort out any disagreements, develop features

Lead developer: Amin – reviews all code, assigns tasks, plans necessary scripts, develop features

Backend Developer: Liam- back-end code

Frontend Developer: Daniel- front end code

Liam teaches the attending group GitHub and its basics

Decisions made:

All must read this week’s lecture notes

Faizaan goes through functional and non-functional requirements and requirements analysis- Review on Friday with team

Faizaan creates timeline- Review on Friday with team

Faizaan creates questionnaire to generate customer feedback- review on Friday with team

Amin begins rough draft of the scripts we would need

All must research how to use GitHub

Liam creates a pseudo ERD- Review on Friday with team

Daniel begins design of the webpages. Designing certain pages such as index, login, admin page, user saved movies, etc- Review on Friday with team

Next Meeting:

Review tasks done

Finalise requirement analysis

Rough idea of front-end design

Rough idea of scripts for back end

Review rough ERD

Friday 25rd March 2022

Meeting:

Present: Faizaan, Liam, Daniel, Amin, Syed

Yonis- Not present

Anwar- Not present but let group know beforehand

What was talked about:

Reviewed all work from previous meeting

Everyone done what was required

Began talking about further moving onto requirements analysis

Decisions made:

Everyone must send out the webform

Amin make github more data structured

Amin creates scripts to be used

Syed finish up ERD

Liam finish current build of database

Daniel creates version 2 of prototype webpages for design

Faizaan updates requirement analysis using MOSCOW

Faizaan changes documentation to new updated version

Faizaan updates UCD

Next Meeting:

Review all tasks