**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