**The University of Huddersfield (Computing)**

**Module: Team Project (CII2350-1617)**

**Meeting Minutes Report - (3/10/2016)**

**Location: CW5/19**

**Present:** Daiyaan Shreef, McCaulay Hudson, Kleanthis Ioannou, Daniel Brewerton-Singh, Luke McCann, Luke, Lewis

**Absent:** None

**1.0 Discussion of Previous Meeting - (26/9/2016)**

**1.1** None

**2.0 Current Meeting Agenda:**

**2.1** To begin gathering materials and to compile documents required for the first assignment deadline.

**2.2** To begin work on the project as a team.

**3.0 Current Meeting Minutes:**

**3.1** All team members decided to create individual GitHub accounts for future version control of the project.

**3.2** This was further expanded upon with the team creating a GitHub repository for the team to group together when working on the project. Both McCaulay and Daniel have helped the other members with this task.

**3.3** To help consolidate ideas, the team consulted with the tutor to develop ideas on features for the website.

**3.3.1** Features included: a reward system for users with the most popular answers, methods to police submitted answers (e.g. report abuse button).

**3.4** Daiyaan has also gathered document templates. These include templates for MoSCoW charts, skill analysis reports and a meeting minutes report template.

**3.5** A skills audit document has been started by the team and has yet to be completed by all team members.

**3.6** Luke has volunteered to create a Gantt chart for the team, however the incomplete skills audit is needed to help plan how each member shall contribute to the project.

**3.7** Luke McCann has started a live chat prototype for the project, to enable people to communicate with each other more efficiently.

**3.8** The use of a Software Methodology has been mentioned but this has not been developed any further.

**4.0 Agenda for Next Meeting - (10/10/2016):**

**4.1** The most important goal is for all members to finish the Skills Audit document. It is currently on the GitHub repository for the members to access.

**4.2** The second goal is to create a Risk Analysis document, since this is one of the main materials required for the deadline.

**4.3** The third goal is to finish creating the Gantt chart, especially with the Skills Audit document being completed to accurately represent the team’s strengths and weaknesses.