**Project First Class Interior Meeting (Sprint 2)**

**Minutes of the meeting of First-Class Interiors held on 27/10/2022, 8:45pm at Techtorium NZIT.**

**Present: Vincent Glen, Choisy Khairani, Dean Funelas, Jia Li**

**Absentees: N/A**

1. **Daily Agenda**

* Create the wireframes for the “Contact Us” page and the “About us” Page alongside with adding User Stories to it.
* Create the product backlog for the “Contact Us” page and the “About us” Page.
* Evaluate the time needed for all given tasks
* Test Plan to be conducted for both website pages.

The test plan must require testing for the following features of the website:

1. Contact Us Page: Show the Contact information underneath the navigation bar
2. Contact Us Page: Creating a functional contact form underneath the Contact information.
3. About Us Page: Hide Option for Staff information with a button.x
4. About Us Page: Switch Button from the CEO to the Managing Director.

* If all goes according to plan, we also push the tasks to GitHub.

1. **Assigned Tasks.**

* **Choisy**

● Creating the product backlog for both pages.

● Add User stories to the product Backlog.

* **Dean**

● Create the test log for both pages and test the before stated sections of the website.

* **Jia**

● Design the wireframes for both pages

* **Vincent**

● Evaluate the time needed for all given tasks

● Assign tasks to other group members

● Script todays minutes.

1. **What was done the day prior?**

All of Yesterday’s tasks that were given to our team were complete by this morning and we are now able to move on to todays assigned tasks.

1. **What is to be done today?**

I would recommend everyone to get these tasks done before 30/10/2022 so we are able to gather everything on the due date.

1. **Concerns?**

No Concerns from any of the team members.

**Next meeting:** The next meeting of First-Class Interiors will be held on28/10/2022, 8:45am via ZOOM.

*These minutes have been accepted as a true and accurate record by the board of First-Class Interiors.*