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| *Dev Team 1*  Meeting Agenda and Minutes |
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| **Location:** Skype Call |
| **Date:** 20/07/2015 |
| **Time:** 7.30 – 8.30pm |

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| Agenda Items | Time |
| 1. GitHub Setup    1. How to grant read only access? | 15 min |
| 1. Discuss Assignment 1 – Engagement Tasks | 15 min |
| 1. Retrospectives | 10 min |
| 1. Sprint Planning | 20 min |
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| Action Items | Who? |
| 1. Raise questions outlined below during the lecture: | Jeff/Ev |
| 1. Post individual and group repository URL’s to the team WIKI | Ev/Jeff |
| 1. Reorganise the WIKI URL’s section to be on the main page | Jeff |
| 1. Add Screen Caps for Kanban flow to team wiki to capture a timeline. | Jeff |
| 1. Add the lecturer as a Collaborator | Ev |
| 1. Email the lecturer | Ev |
| 1. Update roles    1. Scrum Master: Process owner    2. Product owner: QA, matching requirements    3. Both: Development | Jeff |
| 1. Update WIKI reporting section with cumulative flow diagram | Jeff |
| 1. Upload sprint plan to kanbanflow | Ev |
| 1. Retrospective Actions,    1. Start using the blog as a ”how to” guide to share knowledge,    2. focus on surfacing the work being done in the background to the WIKI so that it is visible. | Jeff/Ev |
| 1. Create a class diagram of the baseline | Jeff |
| 1. Split the file allocation based on minimal overlap | Ev |

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| Questions to ask during the lecture | |
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| 1 | How to grant read only access, to lecturer, is this collaborator access? |
| 2 | Do the Team Charter, Meeting minutes etc need to be included in the repository? Or just on the CSU web site? |
| 3 | What is meant by “Best practice” version control? |

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| Other Notes |  |
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| Meeting Chair: | Evan Watkins |
| Minute Taker: | Jeff Pirie |