Meeting Minutes

Meeting Minutes for Sprint One

Location : Murdoch T101 Office

Date : 5th November 2020

Time : 9:00 a.m.

# Meeting Minutes

Items discussed during team meeting in sprint one

## Agenda Items

1. Discuss design options (adaptive or responsive)
2. Discuss client requirements
3. Allocate tasks:
   * Develop master document
   * Set up GitHub repository
   * Develop analysis report
   * Develop project management plan
   * Develop multi-platform report
   * Develop software testing plan
   * Update website according to client requirements
   * Finalise documentation (update master document)

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| Action Items | Owner(s) | Deadline | Status |
| Develop Master Document | Swen | 11/11/2020 | In Progress |
| Set up GitHub Repository | Daniel | 05/11/2020 | Complete |
| Develop Analysis Report | Swen | 11/11/2020 | In Progress |
| Develop Project Management Plan | Team | 05/11/2020 | Complete |
| Develop Multi-platform Report | Lisa | 11/11/2020 | In Progress |
| Develop Software Testing Plan | Daniel | 11/11/2020 | In Progress |
| Update Website | Daniel | 11/11/2020 | In Progress |
| Finalise Documentation | Swen | 11/11/2020 | Pending |