

## TEAM WORK MEETING AGENDA

*The chairperson fills out this form before a meeting to organise tasks to be discussed.*

### Meeting details

<b>Chairperson:</b> Vik Harish		<b>Minutes:</b> 1 Hour	<b>Date &amp; Time:</b> 15/05/18 - 11am	<b>Location:</b> On Campus
	<b>Item</b> <i>What will be discussed at the next meeting?</i>	<b>Notes</b> <i>What details are important for attendees?</i>		
1	Progress on coding for database / web portal	Developers have foundational code written		
2	Testability of product	Developers to provide a testable platform		
3	Database linkages	Communication between developers		
4	Styling for website using CSS	Familiarisation with final UI		
5				
6				
7				

## TEAM WORK MEETING MINUTES

*Fill out this form during a meeting to allocate tasks to each team member to complete in time for the next meeting.*

<b>Attendees:</b> Kenny, Vik, Ranne, Veronika, Issey		<b>Absent:</b>		<b>Date &amp; Time:</b> 16/05/18 - 6pm		<b>Location:</b> Online - Via Messenger	
<b>Minutes:</b> <i>Who is filling out this form?</i>		Vik Harish		<b>Chairperson:</b> <i>Who is organising the meeting?</i>		Vik Harish	
	<b>Item</b> <i>What has to be done by the next meeting?</i>	<b>Action</b> <i>What action is required to get it done?</i>	<b>Who</b> <i>Who is responsible?</i>	<b>Duration</b> <i>How long will it take to complete?</i>			
1	Database Updating and Linking with Web Portal	Database tool - postgres, CSS/html/Java - compiler	Veronika	2 Hours			
2	Page Skeleton Development and Linking	CSS/html/Java - compiler of choice	Issey	1.5 Hours			
3	Webpage Styling	CSS coding	Veronika	2 Hours			
4	Testing of Developed Components	Navigating through pages / using web portal features	Vik, Ranne, Kenny	1 Hour			
5	Feedback for Improvement on Developed Features	Informal verbal and text feedback via Messenger	All	30-45 Mins			
<b>Next Meeting:</b>							
<b>Chairperson:</b> Vik Harish		<b>Minutes:</b> 1 Hour		<b>Date &amp; Time:</b> 18/05/18 - 6pm		<b>Location:</b> Online - Via Messenger	

