TEAM WORK MEETING AGENDA

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

Meeting details

Chairperson:	Minutes:	Date & Time:	Location:
Vik Harish	30 - 45 Mins	07/03 Wednesday	On Campus - During Tutorial

	Item What will be discussed at the next *meeting?*	Notes *What details are important for attendees?*		
1	Prioritisation of User Stories	Members will discuss and allocate story points for the combined user stories		
2	Storyboarding for Music School Website	Rough sketches between team for the pages needed for the website		
3	Discussion of Coding Elements	Issey and Veronika to decide best approach for coding the website		
4	Simplifying and Understanding User Needs	With what the coders can accomplish IS students will act as BA's and simplify what is needed with what is capable		
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.

Attendees:	Absent:	Date & Time:	Location:
Kenny, Ranne, Veronika, Issey, Myself		02/03 (Evening)	Online - Facebook Messenger

Minutes: *Who is filling out this form?*	Vik Harish	Chairperson: *Who is organising the meeting?*	Vik Harish

	Item *What has to be done by the next meeting?*	Action *What action is required to get it done?*	Who *Who is responsible?*	Duration *How long will it take to complete?*
1	User Stories	Group members to document 2-3 user stories each	All	1 Hour
2	Combination/ Review of User Stories	Compare duplicates, nominalise best as possible	Vik	30 Mins
3	Planning / Ideating Developer Features	CS members to ideate how to best develop site/ display it	Veronika / Issey	25 Mins
4				
5				

Next Meeting:			
Chairperson: Vik Harish	**Minutes:** 30 - 45 Mins	**Date & Time:** 07/03 Wednesday	**Location:** On Campus - During Tutorial

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