## 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 | 1 Hour | 09/05/18 - 11am | On Campus |

| | Item<br>*What will be discussed at the next meeting?* | Notes<br>*What details are important for attendees?* | | |
|---|---|---|---|---|
| 1 | Finalisation for Diagrams | Discuss syntax / cohesion. Cross-reference with team. | | |
| 2 | Foundation Planning for Developers | Finalise UI design plan, web page linkages. | | |
| 3 | Final feedback prior to Development | Mention any adjustments needed for web portal - UI or code. | | |
| 4 | Developers create skeleton for Database | Dev team create foundations for database before populating and testing. | | |
| 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, Vik, Ranne, Veronika, Issey | | 10/05/18 - 6pm | Online - Via Messenger |

| Minutes:<br>*Who is filling out this form?* | Vik Harish | Chairperson:<br>*Who is organising the meeting?* | Vik Harish |
|---|---|---|---|

| | Item<br>*What has to be done by the next meeting?* | Action<br>*What action is required to get it done?* | Who<br>*Who is responsible?* | Duration<br>*How long will it take to complete?* |
|---|---|---|---|---|
| 1 | Relationship Modelling Diagrams | Use modelling software to create documents. | Ranne, Vik | 45 Mins |
| 2 | Develop baseline code for website | Use appropriate software/compiler and postgres | Issey, Veronika | 2 Hours |
| 3 | Create database fields and populate with data | Database tool - postgres | Issey, Veronika | 1 Hour |
| 4 | Create test cases | Create document with test casing | Kenny | 45 Mins |
| 5 | | | | |

## Next Meeting:

| Chairperson: | Minutes: | Date & Time: | Location: |
|---|---|---|---|
| Vik Harish | 1 Hour | 15/05/18 - 11am | On Campus |