

## TEAM WORK MEETING AGENDA

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

### Meeting details

<b>Chairperson:</b> Veronika Strela		<b>Minutes:</b> 35 minutes - 1 hour	<b>Date &amp; Time:</b> 29 May 2018, Afternoon	<b>Location:</b> Online: Facebook Messenger
	<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	Preparation for the demonstration of the product on Wednesday	Everything that could or can go wrong needs to be thought of and all the code and the website needs work		
2	The completion of Sprint 2's burndown chart	This will assist in the Sprint 2's retrospective which is due at the end of Sprint 2 and needs to be completed for the Final Release Submission		
3	The completion of Release 1's burndown chart	This is very important as a complete version of this will be submitted as part of the Final Release submission		
4	Remaining stories that need to be completed before the demonstration	These additions will have to be very small as not much time would be spend on them. If there are too big a stories left, then just use what has already been done and scrap doing anymore user stories		
5	When manual testing of the website is to be done	This will need to be thorough as all bugs and breaks in the website need to be found and fixed to have a working product for demonstration purposes		
6	Back up plans for if a team member cannot attend or the website/database/server fails	This will need to be well thought out as to cover everything that could and can affect the demonstration delivery on the following day and the back up plans would have to be realistic and doable		
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## 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> Veronika Strela, Vikrant Harish, Kenny Williamson, Issey Jordan, Ranne Lourd Deleon Sanedrin		<b>Absent:</b>  N/A	<b>Date &amp; Time:</b> 29 May 2018 (Tuesday) 1.23pm	<b>Location:</b> Online: Facebook Messenger
<b>Minutes:</b> <i>Who is filling out this form?</i>	Veronika Strela		<b>Chairperson:</b> <i>Who is organising the meeting?</i>	Veronika Strela
Item <i>What has to be done by the next meeting?</i>	Action <i>What action is required to get it done?</i>	Who <i>Who is responsible?</i>	Duration <i>How long will it take to complete?</i>	
1 Preparation for website demonstration	Writing, documenting, planning, logical thinking, code completing, code refactoring, testing, finalising	All	4 - 8 hours	
2 Completion of Sprint 2 burndown chart	Writing, calculating, documenting, communicating, revising	Veronika	20 - 40 minutes	
3 Completion of Release 1 burndown chart	Writing, calculating, documenting, communicating, revising	Veronika	20 - 40 minutes	
4 Manual testing and inclusion of more user stories	Implementing, logical thinking, writing code, testing, code refactoring, editing, revising, finalising	All	4 - 8 hours	
5 Creation of back up plans	Planning, testing, finalising, risk assessing, documenting, writing, code completing	All	2 - 6 hours	
<b>Next Meeting:</b>				
<b>Chairperson:</b> Veronika Strela		<b>Minutes:</b> 40 - 60 minutes	<b>Date &amp; Time:</b> 4 June 2018, Morning	<b>Location:</b> Online: Facebook Messenger

