

TEAM WORK MEETING AGENDA

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

Meeting details

Chairperson: Veronika Strela		Minutes: 20 - 55 minutes	Date & Time: 25 May 2018, Afternoon	Location: Online: Facebook Messenger
	Item <i>What will be discussed at the next meeting?</i>	Notes <i>What details are important for attendees?</i>		
1	What software engineering artefacts need to be developed by each team member for Sprint 2 user stories	Some research will need to be done so that proper software engineering artefacts are done and can be accepted as artefacts for each team member's personal portfolio		
2	When is the implementation of the remaining user stories and tasks for Sprint 2 to be done/finalised by	These implementations must meet the team's definition of done and should be able to be convincingly demonstrated in the next meeting		
3	Revision of Sprint 2's burndown chart	This will assist in the Sprint 2's retrospective which is due at the end of Sprint 2		
4	Who is going to produce the Release burndown chart	This is very important as a complete version of it will be submitted as part of the Final Release submission		
5	Whether the Release burndown chart will be updated regularly or completed right at the end of the sprint			
6	When are the deadlines for the above items			
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: Veronika Strela, Vikrant Harish, Kenny Williamson, Issey Jordan, Ranne Lourd Deleon Sanedrin		Absent: N/A	Date & Time: 25 May 2018 (Friday) 4.21pm	Location: Online: Facebook Messenger
Minutes: <i>Who is filling out this form?</i>	Veronika Strela		Chairperson: <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	Various software engineering artefacts	Research, designing, writing, implementing, logical thinking	All	4 - 6 hours
2	Release burndown chart	Writing, calculating, designing, implementing, documenting, communicating, revising	Veronika	1 - 2 hours
3	An update of the Sprint 2 burndown chart	Communicating, writing, calculating, documenting and revising	Veronika	20 - 40 minutes
4	Implementations of the remaining user stories	Research, designing, writing, implementing, logical thinking, writing code, testing, refactoring	All	4 - 6 hours
5				
Next Meeting:				
Chairperson: Veronika Strela		Minutes: 35 minutes - 1 hour	Date & Time: 29 May 2018, Afternoon	Location: Online: Facebook Messenger

