**PRCS252 – Computer Science Integrating Project**

**Project Team Initiation Meeting – Minutes**

**Meeting Information:**

**Date**: Friday 1st February 2019

**Time**: 3.00pm to 5.00pm

**Location**: Library

**Members Present:**

William Butler

Andrew Bellas

Vincent Castellani

Goel Biju

**Items for discussion:**

* Dates/times and locations of future weekly meetings for the project
* “Getting to know you” session between team members
* Roles and responsibilities and checklist for responsibilities/ownership – available in separate document
* GitHub Classroom – upload this document to minutes folder

**Plan of future meetings:**

- Weekly progress meeting scheduled for 3.00pm on Wednesday during the project

- Weekly meeting scheduled at Library or Babbage building dependent on availability

- **Progress meetings** contain:

• progress from each team member

• progress on development

• informal coding session plan which will involve code reviews

• sprint plan/reviews; work items allocated for iterations to begin.

**“Getting to Know You” Session:**

|  |  |  |
| --- | --- | --- |
| **Team Member** | **Questions** | **Discussed Points** |
| William Butler | |  | | --- | | I would describe my style/personality as… | | I tend/prefer to deal with conflict by… | | I would appreciate my team members doing/not doing… | | |  | | --- | | • Open-minded to new ideas  • Expressive; communicates effectively | | • Through compromise – taking both sides into account to find middle ground | | • Being organized  • Avoid items with last minute/short turnaround  • Avoid large changes to routine | |
| Andrew Bellas | |  | | --- | | I would describe my style/personality as… | | I tend/prefer to deal with conflict by… | | I would appreciate my team members doing/not doing | | |  | | --- | | • Reserved but open to convey ideas | | • Through dialogue between parties in order to get to a civilized compromise | | • Consistent structure without any unintended variation  • Good level of co-operation/support between each other | |
| Vincent Castellani | |  | | --- | | I would describe my style/personality as… | | I tend/prefer to deal with conflict by… | | I would appreciate my team members doing/not doing | | |  | | --- | | • Direct approach to working | | • Meet in the middle through compromise | | • Groups runs on a consistent schedule when work is done at the appropriate times  • Everyone listens to each other | |
| Goel Biju | |  | | --- | | I would describe my style/personality as… | | I tend/prefer to deal with conflict by… | | I would appreciate my team members doing/not doing | | |  | | --- | | • Analyzing the situation or problem at hand  • Communicative | | • Deal conflicts in groups by weighing both sides of arguments and consider what is appropriate | | • Team members are willing to engage with work  • Members all contribute to the project. | |

**Roles and responsibilities:**

* **Roles in Software Team** (agile based):
  + William Butler – Team Member; strong at database development, programming in C#
  + Andrew Bellas – Team Member; HCI/web-design in HTML/CSS/JS, Security of applications, programming in C#
  + Vincent Castellani – Team Member; database development, HCI
  + Goel Biju – Team Member; programming in C#/Java, database development - SQL

• Responsibilities and Ownership checklist is available in **PRCS252 – Travel System Management Software – Project Checklist.**