**PRCS252 – Project Closure Meeting:**

**Meeting Information:**

* **Date:** 06/05/2019
* **Time:** 13:20
* **Location:** Babbage Open Access Study Room

**Members in attendance:**

* William Butler
* Vincent Castellani
* Goel Biju
* Andrew Bellas

**Topics of discussion:**

* Project review
* Lessons learnt
* Challenges
* Review of responsibilities
* Individual mark claims

**Project Review:**

What went well?

* Will: In general, everything has gone well.
* Goel: Slow development at the start has cost us some functionality.
* Will: Technical limitations at the start also cost us, such as not having access to ODP drivers necessary, API issues caused the project to slow at the start.
* Andrew: I feel quite happy with the way things have gone, we have all put in a lot of hours, and ultimately we’ve ended up with a fairly good product.

What could have gone better?

* Vincent: A week based on research could have aided us at the start.
* Will: I felt slightly inexperienced at the start, I feel we did hit the ground running slightly.
* Goel: I would agree.
* Andrew: I agree that some research beforehand would have been a good start.

**What lessons have been learnt?**

* Goel: Working frequently makes a good difference .
* Will: Allow more time for development, as the development pace was a lot slower than anticipated.

**Challenges:**

Vincent: API challenges.

Will: Entity framework issues limited to certain computers.

**Review of Responsibilities:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Responsibilities | | Team Members | | | |
| William Butler | Andrew Bellas | Vincent Castellani | Goel Biju |
| Communication | Set up meetings | ✓ | ✓ | ✓ | ✓ |
| Take notes and submit to repo |  |  |  | ✓ |
| Track objectives | ✓ | ✓ | ✓ | ✓ |
| Track time | ✓ |  |  | ✓ |
| Project Initiation | Record items in backlog | ✓ |  | ✓ | ✓ |
|  | Verify all work items allocated | ✓ |  |  |  |
|  | Communicate with project owner | ✓ | ✓ | ✓ | ✓ |
|  | Check sprint plan coherent and sensible | ✓ | ✓ | ✓ | ✓ |
| Sprints | Ensure review carried out |  |  |  | ✓ |
|  | Allocate code review pairings |  |  |  |  |
|  | Ensure quality of release | ✓ | ✓ | ✓ | ✓ |
|  | Validate tests for release to ensure their quality |  |  |  |  |
| Project Closure | Ensure meeting takes place |  | ✓ |  |  |
| Ensure project review carried out |  | ✓ |  |  |
| Ensure submission of documentation for project review | ✓ |  |  |  |
| Plan for presentation created and communicated to team | ✓ | ✓ | ✓ | ✓ |

**Mark sign off:**

The mark sign off sheets have been completed, agreed, and are now ready for submission.

**Disputes:**

Not applicable.