**CITS3200 - Team J** - Team Meeting - 21/09/2018 15:00 - 15:39

Attendees:

* Augustin
* Henry
* James
* Jason
* Josh
* Roy

Agenda:

* Go through GitHub issues
* Task and Role assignment
* Discuss sprint 3 requirements
  + Installation guide
  + User manual
    - Staff user manual
    - Student user manual
* Should we use GitHub project
* Clear up confusion in regards to the timesheet and booked\_hours
  + Hour estimates for General Tasks
  + Submitting booked\_hours
* Future Meetings
  + Study break meetings?
  + Coding sessions

Meeting Notes:

Team Roles:

* Augustin Coder
* Henry Documenter, user manual
* James Tester
* Jason update timesheet (wk8 only).
* Josh Coder
* Roy Coder

Coding Sessions:

Monday 10am

We must ALL contribute code (to this project)

Assessed based on progress to complete the task

Mention in booked hours sheet which specific task you were working on

Project >> Work >> Cards w labels for frontend and backend.

Be responsible for keeping your work transparent for the group -> GitHub Projects.

Time Sheet (group) & Booked Hours (individual).

After Jason uploads new timesheet, send in your own booked hours and update the timesheet.

Categorise the booked hours sheet so Jason can do the timesheets (this week 8 only).

Josh: breakup staff portal as there are multiple components.

Josh: spend monday going through technical questions.

**TASK 4 ALL - attempt to make coding progress.**

**Roy hand-over testing to James.**

Requirements document:

Unit search page, student application page, staff application inbox, staff application overview page, clipboard, admin page - administration over users (staff in faculty), admin page unit sets - CSV download/upload.

Installation - how to setup heroku account for deploying the website.

General Tasks:

Administration, documentation - minutes, mockups (under system design), …

**James - update same booked hours sheet.**

**TASK 4 ALL - Updating timesheets - mention whether it’s a general task or a requirement and which category it falls under.**