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| First Meeting |

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| 19/11/20 | 11:10am – 1:00pm | SM Tafe Murdoch, Room T101 |

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| Meeting called by | Jose Rico Imbang |
| Type of meeting | Team meeting |
| Note taker | Jose Rico Imbang |
| Timekeeper | Jose Rico Imbang |
| Attendees | Reece Pieri  Jose Rico Imbang  Say Hon Lee |

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| Assign Sprint Two Scrum Master |

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| Conclusions | Jose Rico assigned to scrum master for Sprint Three. |

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| Determine Requirements |

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| Conclusions | * Update Database * Password system for administrators and acme personnel * Administrators log in (password must pass a minimum complexity test) * Top 10 highest rated movies (the query should update when a user adds a rating to a movie) * Refresh the Top 10 highest rated movies’ graph/table * Optimisation Report (implement code and performance optimisers on all appropriate code and document the process) * Source Control snapshot * Sprint Three Project Management Plan * Software Testing Plan * Master Document |

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| Assign Tasks |

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| Conclusions | * Update Database assigned to Reece * Password system for administrators and acme personnel assigned to Reece * Administrators log in (password must pass a minimum complexity test) assigned to Reece * Top 10 highest rated movies (the query should update when a user adds a rating to a movie) assigned to Reece and Jose Rico * Refresh the Top 10 highest rated movies’ graph/table assigned to Reece * Optimisation Report (implement code and performance optimisers on all appropriate code and document the process) assigned to Say Hon * Source Control snapshot assigned to Jose Rico * Sprint Three Project Management Plan assigned to Jose Rico * Software Testing Plan assigned to Jose Rico * Master Document assigned to Jose Rico |