**System React**

**MEETING MINUTES**

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| **Meeting/Project Name:** | Information and Content Management | | |
| **Date of Meeting:** (MM/DD/YYYY) | 08/09/20 | **Time:** | 11:00am |
| **Meeting Facilitator:** | Google | **Location:** | Google Meet |

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| 1. Meeting Objective |
| To discuss the whole Coursework and assign individual Roles. |

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| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001121091 | Analyst, Scrum Master | 1000782@daffodil.ac |
| 001121480 | Designer | 1000022@daffodil.ac |
| 001121095 | Developer | 1000852@daffodil.ac |
| 001121606 | Tester | 1000756@daffodil.ac |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Getting introduced | 05 mins |
| Initial Role defining | 10 mins |
| Communication Platform | 05 mins |
| Specification Group work | 10 mins |
| What the coursework needs | 10 mins |
| **Total Time** | **50 mins** |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action to Taken** |
| The team members got introduced between themselves | The members got few knowledges about which role should be suitable for whom in their team members | A collaborative communication has to be kept throughout the project between all the team members. |
| Individual opinions were given for the roles of this project | Two of the members confirmed their team roles (Analyst and Developer) | The remaining two roles has to be confirmed in the next discussion. |
| A common place where all the meetings will take place was discussed | Google hangout meet was chosen as the best option as presentations can be done for showing files and documents | Google Hangout meet was selected and agreed by team members and the meeting link will be generated by Scrum Master. |
| How the marks are divided in the coursework was discussed | Marks distribution was understood by all team members | Individual work has to be done according to the marks provided |
| The coursework has asked to develop a University website and the features were discussed | It was planned to search for the University website that meets the given requirements in the coursework for all team members | Each member has to provide 2-3 University names with the required features for next discussion |

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| 1. Second Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 10/09/20 | **Time:** | 4:30pm | **Location:** | Google meet |
| **Objective:** | To choose a group name, confirm individual roles and discuss University names. | | | | | |

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| 2. Attendees | | |
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| 001121091 | Analyst, Scrum Master | 1000782@daffodil.ac |
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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Group Name | 05 mins |
| Role Confirmation | 05 mins |
| Role details discussion | 10 mins |
| University Name discussion | 10 mins |
| **Total Time** | **50 mins** |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| The team members came up with ideas for group names. | Group name is chosen as System React and confirmed by all members. | The team members gave their suggestions and the Group name was finalized. |
| Opinions for the remaining roles were taken and the role of Scrum Master was discussed. | The remaining members confirmed their roles (Designer and Tester) and the Analyst decided to take the Scrum master as well. | All the team members confirmed their individual roles. |
| Giving clear discussion about every role. | The individual role responsibilities were clarified. | Each team member should start working accordingly. |
| Each team member shared their University preference names. | The members were asked to share their findings and provide opinions about it | The team members shared their University websites and it was ensured that all the features were met. |

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| 1. Third Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 18/09/20 | **Time:** | 10:30 pm | **Location:** | Google Meet |
| **Objective:** | To understand individual role tasks, confirm University selection, make progress planning and get knowledge about SharePoint. | | | | | |

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| 2. Attendees | | |
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| 001121091 | Analyst, Scrum Master | 1000782@daffodil.ac |
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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Role Tasks discussion | 10 mins |
| University Name (Final Selection) | 05 mins |
| How to start our progress | 10 mins |
| How to work with SharePoint | 10 mins |
| **Total Time** | **45 mins** |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action to Taken** |
| The individual role tasks were discussed | Individuals will work with their own tasks only | Individuals will start their tasks and discuss in the next meeting. |
| Among all the University names that the team members came with, few were chosen | Three of the University names were picked | University name has to be informed to the course Instructor. |
| Progress planning was made | Each member will complete few tasks within one week | The completed or in progress tasks will be shared in the next meeting. |
| Discussions about SharePoint and tutorials were watched | The Developer has been asked to get more knowledge about SharePoint | The Developer will start progress in SharePoint. |

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| 1. Fourth Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 22/09/20 | **Time:** | 11:00 pm | **Location:** | Google Meet |
| **Objective:** | Work division and complete a few tasks of Analyst and Scrum Master. | | | | | |

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| 001121091 | Analyst, Scrum Master | 1000782@daffodil.ac |
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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| User Stories | 10 mins |
| Use Case Diagram | 05 mins |
| Product Backlog | 10 mins |
| Sprint Planning and Backlog | 10 mins |
| Meeting Minutes | 05 mins |
| **Total Time** | **50 mins** |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action to Taken** |
| User stories for this coursework has been discussed | The list of User Stories was decided and all the possible user types. | User Stories have to be completed by an Analyst. |
| Initial Use Case Diagram has been thought | The number of use cases in Use Case Diagram and the number of actors was decided. | Use Case Diagrams have to be completed by an Analyst. |
| How to create Product backlog has been discussed | It was decided for the Scrum Master to gather information about Product Backlog, the Moscow Prioritization and initial estimates. | Product backlog has to be completed by Scrum Master. |
| How to create Sprint planning and backlog has been discussed | It was decided for the Scrum Master to gather information about Sprint Planning and Backlog, to keep record of estimate effort for each backlog item | Sprint planning and backlog has to be completed by Scrum Master until the project ends. |
| Meeting minutes till then have been discussed | It was decided for the Scrum master to keep records of all meetings and provide information in the Meeting minutes file. | Meeting minutes have to be completed by Scrum Master until the project ends. |

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| 1. Fifth Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 28/09/20 | **Time:** | 11:30pm | **Location:** | Google Meet |
| **Objective:** | To complete more tasks of Analyst and Scrum Master | | | | | |

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| 2. Attendees | | |
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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Assumption | 10 mins |
| Initial Class Diagram | 05 mins |
| ERD | 05 mins |
| Team Responsibility Matrix | 05 mins |
| Sprint Planning and Backlog | 10 mins |
| **Total Time** | **35 mins** |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action to Taken** |
| The Assumptions needed to make for this coursework has been discussed | The list of Assumptions that can be made for the selected university website was decided. | Assumption has to be completed by the Analyst. |
| Initial Class Diagram has been thought | The Initial Class Diagram for the University website was decided. | Initial Class Diagram has to be completed by the Analyst. |
| Initial ERD has been discussed | The ERD was decided, the number of entities with their attributes and the primary and the primary and foreign key relationships. | ERD has to be completed by an Analyst. |
| Team Responsibilities has been discussed | The team role tasks were identified clearly for deciding to create the Team Responsibility Matrix. | Team Responsibility Matrix has to be completed by Scrum Master. |
| The confusions with Sprint Backlog have been discussed  The number of sprints needed has been discussed  Which backlog items should be in which sprints were discussed | It is decided for the Scrum master to complete information about Sprint planning and Backlog.  The number of sprints needed would be six.  The backlog items were decided in each sprint. | Sprint planning and backlog has to be completed by Scrum master.  The backlog items have to be completed in each sprint by the whole team that is decided sequentially. |

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| 1. Sixth Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 05/10/20 | **Time:** | 11:15pm | **Location:** | Google Meet |
| **Objective:** | To understand the Website’s design structure, Site map, Developer’s progress and initial Testing steps. | | | | | |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Sketches and Wireframes | 10 mins |
| Information Architecture | 10 mins |
| Developer Stages | 10 mins |
| Test Types | 10 mins |
| **Total Time** | **40 mins** |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action to Taken** |
| How the designer will start the sketch of the University website and then the wireframes were discussed. | The number of sketches and wireframes needed to fulfill all the features were decided. | At first all the sketch has to be completed by the Designer and then the Wireframes has to be designed to deliver to the Developer of the team. |
| How to do Information Architecture for this project was discussed. | It was decided that the Site map has to be created by doing research of the selected University website works. | The Site map has to be created for Information Architecture by the Designer. |
| If the Developer gathered enough knowledge for using SharePoint was discussed. | It was decided that the Developer would do CMS installation and try some sample work for practice before the design is completed and handed over. | The developer would do CMS installation and try to develop a similar website just for practice before the design is completed. |
| The test types needed to build a successful project were discussed. | It was decided that there would be a Test plan, Test Design/Cases and Test log for Testing the website. | The Tester has to create a few initial tables to keep records for Test Plans, test Design/Cases and Test Log. |

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| 1. Seventh Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 09/10/20 | **Time:** | 11:00pm | **Location:** | Google Meet |
| **Objective:** | To check the Designer’s progress and ensure about Enquiry feature from the selected University website. Also ensure Developer’s and Tester’s work progress. | | | | | |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Progress about Sketch and Site Map | 10 mins |
| Workflow for Enquiry, Contact us page | 10 mins |
| CMS Installation | 05 mins |
| Test Plan | 10 mins |
| **Total Time** | **45 mins** |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action to Taken** |
| The Designer showed the initial sketch and site map for the selected University website. | The initial sketch was viewed by all members and agreed. The wireframe could not be started yet and therefore it should be started.  The initial site map had few confusions and therefore it is needed to create again. | All the sketches and Wireframes has to be completed by the Designer.  The site map has to be created again and completed by the Designer. |
| The developer did research about the Enquiry form if it could be found in the Contact Us page from the website | The Enquiry form that was found from the Contact Us link was decided to do design and develop by all team members. | The Enquiry form should be designed and developed by the Designer and Developer exactly the same way it is shown in the website. |
| The Developer did CMS installation | The developer faced initial problems while practicing to develop the website for practice. | The developer should overcome all the problems before the Project development starts. |
| The Tester created the test plan table and discussed it. | The test plan table was viewed and agreed by the team members. | The remaining initials tasks for creating Test cases and Test Logs should be completed by the Tester. |

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| 1. Eight Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 14/10/20 | **Time:** | 10:30pm | **Location:** | Google Meet |
| **Objective:** | To finalize wireframe, site map and start development stages | | | | | |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Wireframe | 05 mins |
| Site Map | 10 mins |
| Initial Development Stages | 10 mins |
| Test Log and Test Cases | 10 mins |
| **Total Time** | **45 mins** |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action to Taken** |
| The Designer showed all the wireframes produced from the sketches | All the wireframes were viewed by all members and agreed. | The final wireframe produced by the Designer will be provided to the Developer for development. |
| The Designer showed the Site Map after updating from previous discussion. | The Site map was viewed by all the members and agreed. | The site map will be given to the Developer and if there is any change needed after development for the Site map then it has to be updated by the Designer. |
| The Developer discussed the initial development that the communication site was created and gave all the members their email and password for CMS access. | It was decided that the Developer will now develop the website pages according to the wireframes given by the Designer. | The website has to be implemented by the Developer according to the wireframes. |
| The Tester discussed the few initial tables for test cases and also made initial test logs that were created. | The initial test log and and test case table format was viewed by all members and opinions were given to make few changes. | The Tester has to update the test case format and test log and gradually do testing after the development part is finished. |

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| 1. Ninth Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 21/10/20 | **Time:** | 11:15pm | **Location:** | Google Meet |
| **Objective:** | To ensure that the Developer’s features are well built, designer’s progress is well and testing is done efficiently. | | | | | |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Navigation map | 05 mins |
| Developed features | 10 mins |
| Sprint Backlog | 05 mins |
| Testing | 10 mins |
| **Total Time** | **30 mins** |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action to Taken** |
| The Designer discussed how the navigation map should be. | Individual opinions were given and few YouTube tutorials were shared for the Designer to watch. | The Navigation map has to be completed by the Designer. |
| The Developer showed the developed features which were home page, news, courses offered. | The features developed were viewed by all members and the challenges where the developer was facing to duplicate with the actual site was solved. | The Developer has to overcome the problems and develop the remaining features. |
| The scrum master showed the sprint backlog till then. | The sprint backlog was viewed by all members and agreed and the project progress was clear. | The Scrum master has to edit any changes needed to make and keep on creating the sprint backlog till the project ends. |
| The Tester showed the updated test log and test cases with the developed features till then. | The test log and test cases were viewed by all team members and agreed but few test types were missing which needs to be done by the Tester. | The Tester has to do a unit test, Integration test, functional test, Usability test, security test, browser compatibility test and responsiveness test to test all the features. |

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| 1. Tenth Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 25/10/20 | **Time:** | 11:30pm | **Location:** | Google Meet |
| **Objective:** | To finalize the navigation map, check developer’s and tester’s progress. | | | | | |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Navigation map | 05 mins |
| Developed features | 10 mins |
| Sprint Backlog | 05 mins |
| Testing | 10 mins |
| **Total Time** | **30 mins** |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action to Taken** |
| The Designer showed the navigation map that was created. | The navigation map was viewed by all the team members and agreed. | The designer should update any changes needed to make with the development process. |
| The Developer showed the features Success Stories of previous students, Public engagement, contact page with form connected with database. | The features developed were viewed by all members and it was compared with the actual site. The database was tested and the developed features were accepted by the taem. | The Developer has to develop the remaining features. |
| The scrum master showed the sprint backlog that was being updated with every sprint. | The sprint backlog was viewed and agreed by all members. | The Scrum master has to keep on creating the sprint backlog and also the meeting minutes. |
| The Tester showed the updated test log and test cases for the new developed features. | The test log and test cases were viewed by all team members and agreed. | The tester has to run all the test types and ensure the system is properly tested. |

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| 1. Eleventh Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 27/10/20 | **Time:** | 11:20 pm | **Location:** | Google Meet |
| **Objective:** | To finish developing and testing all the features for the project. | | | | | |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Developed features | 10 mins |
| Sprint Backlog | 05 mins |
| Testing | 10 mins |
| **Total Time** | **25 mins** |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action to Taken** |
| The Developer showed the remaining features research, enquiry, school/college information and about university. | The features developed were viewed by all members and it was compared with the actual site. The Workflow of Enquiry was tested and the developed features were accepted by the team. | The Developer should solve any errors found and should present and evaluate the product. |
| The scrum master showed the sprint backlog that was completed. | The sprint backlog was viewed and agreed by all members. | The Scrum master should review the product backlog, sprint backlog and meeting minutes. |
| The Tester showed the updated test log and test cases for the new developed features. | The test log and test cases were viewed by all team members and agreed. | The tester should review all the test types and ensure the system is properly tested. |

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| 1. Twelfth Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 29/10/20 | **Time:** | 11:00 pm | **Location:** | Google Meet |
| **Objective:** | To make a presentation video and review all the work from all the individual roles. | | | | | |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Presentation | 10 mins |
| Review of Scrum Master’s all files | 05 mins |
| Review of Analyst’s all files | 05 mins |
| Review of Designer’s all files | 05 mins |
| Review of Developer’s all files | 05 mins |
| Review of Tester’s all files | 05 mins |
| **Total Time** | **45 mins** |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action to Taken** |
| For the Presentation video, screen casting has to be done for about 15-20 mins which was discussed by the team members. | The OBS Studio can be used for screen casting which was agreed by all team members. | OBS Studio needs to be installed by all members. Each member has to provide their presentation for about 4-5 mins which will be combined to one video presentation of 15-20 mins. |
| All the files created by Scrum master were shown. | All the files were viewed and agreed by all team members for the last time. | The files have to be uploaded in the repository. |
| All the files created by Analyst were shown. | All the files were viewed and agreed by all team members for the last time. | The files have to be given to the Scrum Master to upload them in the repository. |
| All the files created by Designer were shown. | All the files were viewed and agreed by all team members for the last time. | The files have to be given to the Scrum Master to upload them in the repository. |
| All the files created by the Developer were shown. | All the files were viewed and agreed by all team members for the last time. | The files have to be given to the Scrum Master to upload them in the repository. |
| All the files created by Tester were shown. | All the files were viewed and agreed by all team members for the last time. | The files have to be given to the Scrum Master to upload them in the repository. |

**Total Meeting Minutes - 490**