Agenda



## Minutes of the last meeting

## Communicating

For any issues, the time it takes to convey an issue to the team or ask for assistance is minimal compared to the time it costs trying to resolve the missed deadline.

## Scrum

What has been achieved?

* Is the Database completed?
* Is the Login system completed?
* Mid-term report draft?
* follow-up register. Not updated?

What is next

1. Next milestones in the evolution of the application
2. Mid-term report completed after the meeting with the client.
3. Consideration of adjustments for the client?

## Midpoint Report

The draft is uploaded to the new reports folder. The previous conversation was to try and reduce the wordiness of the document with more lists and diagrams. I feel it could be better, but I don’t want to undermine the work that you guys have contributed so far; it took loads of your time and effort.

This was discussed last week because it is important to use constructive criticism from the PIR and make our efforts more streamlined and succinct.

## Feedback

Not such a good week this week. I realise there are competing deadlines approaching, but it is the same for us all.

## Next meeting 20th March Library Room 5



## The room is booked.