Record of meeting

TEAM: Alan Fekete is Bae DATE: 10/05/19

PRESENT: Kevin, Sophia, Lisa, Brendon, Jacky, Vicii

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| Agenda item | Comments | What is the Decision and what action is to be done? | Who will do it? |
| 1. What is working well? | Team is working hard on the report | Encourage members to continue working and refining the report before the due date | Brendon |
| 2. What needs improvement? | Some members are late to the meeting | Ask reasons why they are late and try to prevent this for the future | Lisa |
| 3. Complete Introduction | Complete the introduction using resources provided on Canvas | Complete introduction | Brendon |
| 4. Complete Project Background | Look at the “Colesworth IT Case Study” page on Canvas and gather information from it | Complete the project background | Jacky |
| 5. Complete Topic Selection | To be refined by changing paragraph to fit the “How to write a paragraph” page | Need to refine the paragraph and add any details that was omitted | Kevin |
| 6. Complete Project Management Approach Selection | May need to add more details to this section - so far it mentions XP’s advantages such as its flexibility and close involvement with Stakeholders. | Add more details t o the paragraph | Sophia |
| 7. Complete Project Scope | Needed to add body and conclusion paragraph to the section | Add the necessary paragraphs in the correct format | Lisa |
| 8. Complete Project Requirements | Write justifications on why and how the requirements were created | Complete the paragraph for the report | Kevin |
| 9. Complete Project Risk Register | Write how the risks were formed and why we chose that specific mitigation plan | Complete Risk Register section in report | Jacky |
| 10. Complete Project Schedule | Needed to introduce the section, talk about the different segments of the schedule such as MVP, release plan and T Shirt Sizing table | Complete the paragraphs necessary | Lisa |
| 11. Complete Project Budget | Define the budget given, write about contingency reserves to mitigate any risks | Complete the section about budget in the report | Vicii |
| 12. Complete Project Communications/Stakeholder Management Plan | Matrix needs to be redone, putting actual Stakeholders in a table and putting the actual description in a separate text. Also some Stakeholders are redundant, so that needs to be removed and the communication plan needs a bit of cleaning up. The key section also needs some further explanation in some parts. | Clean up the Stakeholder section and make necessary amendments | Brendon |
| 13. Complete Project Recommendation | Justify why Colesworth should take the project using previous sections of the report and what considerations they should account for in the long term | Complete the project recommendation | Sophia |
| 14. Complete Conclusion | Complete the conclusion using resources provided on Canvas | Complete conclusion | Brendon |
| 15. Double check the report | Read the report when it is completed and make sure it covers the marking criteria | Clean up and final checks of the report | Sophia and Kevin |

Name of recorder: Lisa

Name of observer: Sophia Polito

Name of coordinator: Brendon