Record of meeting

TEAM: Alan Fekete is Bae DATE: 15/03/19

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? | -Everyone is on the same page and people know their responsibility in their respective role.  - No interruption, everyone was allowed to get their point across easily.  - Civil discussion. | We thanked and encouraged each other to keep up the good work. |  |
| 2. What needs improvement? | -Some members did not turn up within the allocated time frame for the meeting. | We informed them to arrive promptly to the next meeting and caught them up with the current discussion. |  |
| 3. Complete Reasoning of methodologies | Choosing between Waterfall and XP  Waterfall:   * Easier to understand * Our project doesn’t change scope a lot and therefore XP is not needed * Has clearer stages and therefore easier to keep track of progress   XP:   * Develops software more quickly and frequently * More flexibility for the stakeholders to change their mind * Since its a new project(AfterPay), XP has less risks involved | Waterfall | Jacky, Vicii, Brendon, Sophia, Kevin |
| 5. Allocating Tasks within Task 2 | Allocations:   * Operating agreements: Lisa, Kevin * Summary of Team Capabilities: Brendon, Sophia * Member Roles and Responsibilities: Sophia |  | Sophia |

Name of recorder: Lisa Nguyen

Name of observer: Kevin Su