Record of meeting

TEAM: Alan Fekete is Bae DATE: 22/03/2019

PRESENT: Jacky, Sophia, Kevin, Lisa, Brendon

ABSENT: Vicii

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| Agenda item | Comments | What is the Decision and what action is to be done? | Who will do it? |
| 6. What is working well? | The team is collaborating well and almost all team members are willing to communicate in the team meetings. We have become more comfortable with our team members and which means we are more efficient in our work  Everyone arrived within the agreed time or notified the team of their absence. | Since our team is working cooperatively we should continue to foster strong communication skills and foster discussion. We will do this by having a team member who will ask leading questions to further productive discussion | Brendon |
| 7. What needs improvement? | Since our group meetings are on a Friday, some groups members are tired and we can be slower to get into the work. | As a team, we will  find alternative team meeting times where all team members are free to work on the project. This will be done by having a team member organise a roster each member can fill out which states our availabilities | Lisa |
| 8. Discuss explicit requirements | The requirements we discussed were   * System must be easy to use * System should be both online and offline * Colesworth should assume all risks * Allow fortnightly payments | Fill in the project requirements page with the points discussed | Everyone |
| 9. Discuss implicit requirements | Some of our requirements are   * System must be secure * System must be fast * System should be easy to maintain and repair | Fill in the project requirements page with the points discussed | Everyone |
| 10. Clarify any misunderstandings | Some of our misunderstandings in the brief are   * How would consumers and Colesworth like to be notified of any outstanding payments * Which types of cards should the system accept as payment * How do you want the interface of the system to look | Post questions on Ed and fill in the project requirements page with any new requirements that were discovered from this | Everyone |
| 11. Create user stories based on requirements | We based our user stories on our implicit and explicit requirements to follow the structure ***“As a*** *<particular class of user>,* ***I want to*** *<be able to perform/do something>* ***so that*** *<I get some form of value or* benefit>**”** | Fill in the project requirements page after converting the implicit and explicit requirements to user stories | Everyone |
| 12. Fill out the project Scope form | We discussed the scope based on the brief in terms of where the system will be implemented and what sort of features are expected to be functional in the system | Fill out the project scope form | Everyone |

Name of recorder: Lisa

Name of observer: Kevin

Name of coordinator: Brendon