Record of meeting

TEAM: Alan Fekete is Bae DATE: 12/04/19

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? | Once everyone arrived and settled down, they were all focus on the work and tasks at hand. | One member of the team congratulates and reminds them to keep up the good work. | Kevin |
| 2. What needs improvement? | Not everyone on time at the start of the meeting. | One member of the team reminds everyone the importance of arriving on time. | Sophia |
| 3. Fixing up errors from the previous week’s work. | Lisa and Brendon discussed and examined what was wrong with last week’s work such as the missing table of T-shirt sizes and the incorrect identification of requirements. | Fix up the work and create a table of T-shirts according to cost and size. | Kevin and Lisa |
| 4. Discussing potential stakeholders to our project | Vicii, Jacky, Kevin and Sophia discussed among each other which stakeholders to include and which to leave out. They tried to include a range of stakeholders from very important to low priority and the key elements. | Create a list of high, medium and low priority  stakeholders according to influence and interest and key elements and interests. | Vicii, Jacky, Kevin and Sophia |
| 5. Communication plan, discuss how we are going to communicate. | Kevin and Lisa discussed and named communication types, mediums, audiences, frequency and contained information. | Create a list involving: communication type, name, audience, frequency and information. | Brendon and Jacky |
| 6. Development of time and Cost Deliverable II | Sophia, Brendon and Lisa sorted the user stories into small, medium and large priority. Then they sorted the user stories into iterations (1, 2, 3 etc). Finally a closing paragraph concerning the velocity of the project is written. | Label and sort each user story into one of the iterations of the project. Write a paragraph discussing the project’s velocity. | Sophia, Brendon and Lisa |

Name of recorder: Vicii Sun

Name of observer: Jacky Li

Name of coordinator: Brendon