Record of meeting

TEAM: Alan Fekete is Bae DATE: 18/04/19

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? | The group has good communication and meetings continue to happen weekly where tasks are delegated fairly. | Continue to schedule meetings in advance for maximum attendance | Brendon |
| 2. What needs improvement? | Everyone simply trying to understand the specifications more (with the individual reflections) | Ask more questions | Kevin |
| 3. Schedule | The report will contain the differences between scheduling in XP and Iterative Waterfall. This includes doing a AON diagram and having a MVP instead of doing a Gantt Chart. | A report will be written based on the scheduling of the project. | Lisa |
| 4. Stakeholder/Communication | Brendon will do the individual reflection for the topic of Stakeholders and Communication, where he talks about how we as a team implemented the Stakeholder and communication register and how we dealt with the Stakeholders and our communications with them and compared what it would’ve been like to deal with that aspect if we approached the iterative waterfall method | Individual reflection to be done in context of Stakeholder and Communications | Brendon |
| 5. Requirements | Kevin will complete the individual reflection for the topic concerning the requirements and user stories. Kevin will go into detail about how the team approached the creation and classification of requirements and how they turned into user stories. He will also state and explain the differences in the selected approach (XP) compared with the alternative approach (Waterfall) and evaluate why XP was selected. | Individual reflection of requirements. | Kevin |
| 6. Risk | The part of risk will be finished by Jacky. He will introduce what is the risk in the project management. His main work is working on the risk register what the team has done before and maybe create more entrance for the register. He will detail and explain every line of the register to dig further and also emphasis on the reflection. What’s more, he will make comparison with two different project management approach, XP and Iterative or pure Waterfall. The reason why the choice of XP will be explained as well. | Individual reflection report on the topic of “Risk” | Jacky |
| 7. Budget | Vicii will finish the individual reflection of Budget for the project. Firstly he will introduce the work items from the WBS for the budgeting process. Most importantly the project cost estimate to each individual work items will be discussed in the report. Additionally the cost baseline for the project will be produced as well.  At last, the project budgeting(XP) will be compared to the budgeting of different project management including Waterfall and iterative waterfall. | Individual reflection report on the topic of budget | Vicii |
| 8. Group Processes | A reflection on the group processes will be completed by Sophia. This will include any hard deliverables produced throughout the project as well as team communications and organisation. The importance of feedback will be discussed specifically how we used feedback to improve our group processes. This will be compared to an Iterative waterfall approach and will discuss why using the XP approach was most beneficial for our project. | Individual reflection report on the group processes | Sophia |

Name of recorder: Vicii Sun

Name of observer: Jacky Li

Name of coordinator: Brendon