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? | We have had more strong group communication and we feel more confident in understanding the course content thus allowing us to better complete the tasks. | Introduce discussion at group meetings to summarise important concepts from the lectures so that everyone is on the same page | Brendon |
| 2. What needs improvement? | We need to improve on clarifying tasks with tutors to ensure we are completing them correctly. There are still some misunderstandings of what is necessary for the scope and requirements prioritisation which should be addressed. | Clarify any general questions in Ed  Ask more specific questions in class | Jacky  Sophia |
| 3. What needs to be completed   * Individual report | Each team member needs to individually complete their report. However we should still work as a team in answering group members questions to give everyone the best chance of writing an accurate and detailed individual report | Ask and answer any group questions about sections of our work so group members can write the report | All team members to answer questions based on the section they helped complete the most |
| 4. What needs to be completed   * Review record of meetings | Some of our record of meetings do not have an accurate representation of who completed what tasks and this should be updated | Update previous record of meetings | Kevin |
| 5. What needs to be completed   * Oral presentation | We should start working on the speech and what we will say based on our feedback from our first presentation. | Start writing slides for our presentation | Sophia |
| 6. What needs to be completed   * Report | Start writing the basics for the final report especially early sections such as scope, requirements and risks | Write a draft on the requirements  Write a draft on the scope and risks | Lisa  Vicci |

Name of recorder: Lisa Enn

Name of observer: Sophia Polito

Name of coordinator: Brendon