



A meeting of Rasai Website Application Project Group
Date: Thursday, 11 April 2024
Time: 9:00 Wintec City Campus
Venue: D Block Room DG33
MAP: [Wintec Te Pūkenga City Campus - Google Maps](#)

Meeting Minutes

Sprint Meeting for Business Users of Website Application

- SDLC - Software Development Lifecycle
 - SE Stewart Austin
Doing: Registration form.
To-Do: Display method for user information.
 - NE Thomas Karam
Doing: Research hosting options
To-Do: Evaluate hosting options.
 - SEC Aleks Samoilov
Doing: Recommendations checklist.
To-Do: Create security policy, ensure team are following the policy.
 - Test Callum Mackenzie
Doing: Create overall testing plan
To-Do: Create a specific test plan for registration, create a specific test plan for administration,
 - Design Molly Hottman
Doing: Design user registration page
To-Do: Check current admin page, design layout for login page, update home page for user/admin.
 - WD James Howard
Doing: Create core structure
To-Do: Update existing codes on admin page, build page for login, build page for user account.
 - DE Jed Thomson
Doing: TBD
To-Do: TBD

1. Round the table

Everyone has spoken about their role and the tasks that are required next. Doing and To-Do's are determined and great discussion about priorities for our roles has taken place.

2. General Business

Jed to update his portion, create video explaining to use as evidence. 2 or more tasks required for his role along with "Doing" task.

3. Planned Future Meetings

Week 8 in class at 10am.

4. Closing

Stewart thanked everyone for joining in on the sprint meeting and general conversation. Looking forward to seeing everyone's progress at the next meeting.