

Meetings detail report

Date:	4/9/2018
Location:	QUT D block
Start time:	3pm
Topics discussed:	<ul style="list-style-type: none">• Client requirement• understand QUT foundry backgroud• make the plan for next client meeting
Topics for next meeting:	<ul style="list-style-type: none">• pracs presentation• client meeting
Finish time:	5pm

Date:	11/9/2018
Location:	QUT V block
Start time:	12pm
Topics discussed:	<ul style="list-style-type: none">• decide development tools• presentation content• presentstion slide
Topics for next meeting:	<ul style="list-style-type: none">• user story• plan for clinet meeting
Finish time:	2pm

Date:	13/9/2018
Location:	QUT block
Start time:	5pm
Topics discussed:	<ul style="list-style-type: none"> • user story • development team management • plan for client meeting • presentation review
Topics for next meeting	<ul style="list-style-type: none"> • user story brainstorm • meeting with our client
Finish time:	6pm

Date:	18/9/2018
Location:	QUT V block
Start time:	2pm
Topics discussed:	user story content user story prioritisation class diagram
Topics for next meeting:	meeting with our client
Finish time:	4pm

Date:	21/9/18
Location:	P block foundry office
Start time:	12am
Topics discussed:	<p>Client wanted to have an external website</p> <p>A shared calendar that can be viewed by public on the website</p> <p>Calendar can be access by user to book events</p> <p>A place where private can access and get resources (videos / documents)</p> <p>create groups for startups in foundry</p> <p>groups can talk to each other</p> <p>the calendar is synchronised to the Facebook</p> <p>have access to RIBIT and send to market</p> <p>hotpops - booking system (manual approval)</p> <p>information pages</p> <p>posting board</p>
Topics for next meeting:	<p>booking a meeting with HiQ</p> <p>content of QUT foundry descriptions</p>
Finish time:	2pm

Date:	25/9/18
Location:	P block foundry office
Start time:	11am
Topics discussed:	QUT foundry content present on HiQ low fidelity UI prototype design disscussion with client manageble back end environment for client sercuity releated problem (user authentication process)
Topics for next meeting:	Story Estimation release plan sprint plan high fidelity UI prototype design