**FIT3162-FIT3164: Software Project**

**Team Meeting: Team <#>**

Date: 27/2/2024, at 3:07

Venue: tutorial

Present: Raunak, Zi Fu, Cheng

Apologies:

Absent:

Meeting Chair: <Tutor>

(*first meeting only. Future meetings to be chaired by someone else)*

Minute Taker: Zi Fu

**Agenda**

1. Progress from last semester.
   1. Project Proposal and design
2. Review and agree on
   1. Methodology
   2. Technology
      1. GIT repo setup
      2. React
      3. Oracle/SQLdeveloper
      4. HTML
      5. CSS
      6. JavaScript
      7. Express JS
      8. Firebase
      9. Server management -
   3. Requirements Traceability Matrix contents
   4. Project Timeline (Gantt chart)
   5. Team protocols (communication, member commitment etc)

* Messenger
* Teams
* Discord
  1. Conflict resolution procedure (include in team contract in 3. below)
  2. Any other project related matter that needs review at this stage

1. Team Member’s responsibility and contract *(See notes at end of this document)*
2. What is the next step? (Start to apply your methodology)
3. Goals for coming week and who will do what (see action items below)
   1. Approaching deadlines/milestones
4. What will be discussed next week (to go into next week‘s agenda)
5. Any other matter
6. Next meeting (<date>, <time> and <venue> or <teleconference details>)

**Action Items for each team member**

(*For each student indicate task to be worked on, indicate clearly expected outcome and deadline*)

* 1. <student 3>
  2. <student 4>
  3. <student 5>

*(You may delete the following notes in your final meeting minutes)*

**Notes on Team Member’s responsibility and contract**

You need to discuss and agree on each team member’s overall role and responsibility for the duration of the project. The roles and responsibilities can change as required during the execution of the project, but it is important that they are well understood by all and aligned with the abilities and interest of each team member.

You may wish to appoint a Team Leader for the duration of the whole project, or you may rotate this role amongst the team members. But it is also not necessary to have a designated team leader. Past experience has shown that there were teams that performed very well without a clearly designated Team Leader, and those that benefited from having a Team Leader. It is up to the Team to decide on its internal structure.

The Team Member’s Contract is a document primarily for the Team member’s reference only, but it may be shared with the teaching staff if requested. This document will contain statements regarding the roles, responsibilities, expectations from all team members, conflict resolution procedures. and will be agreed on by all team members. (You would have discussed these points in item 3 of the agenda above). This contract can be useful when disagreements arise between team members later in the project. The team is free to style and format the contract document as they wish.