The **Team Leader** of your group should open this file and update it every time you have a meeting and record a summary of the meeting held.

Ideally you should be holding stand-up meetings regularly. These review the previous activity and discuss what each team member will be doing on this day. The meeting may also discuss any challenges members are finding with tasks. The meeting should last around 15 minutes (and no more than 30). **You should plan for at least 2 of the stand-ups to be in person (Physical), with the others held using MS Teams.**

You should also aim to have at least two allocated working sessions per week where all the team members share the same environment for a significant period of time (i.e. at least a couple of hours). There are many spaces around the university, including the Learning Studio (C1.05), Library, social spaces, free labs, etc, for this.

Once updated save the file and upload to your **MS Teams** chat group using the ‘**Files’** area.

|  |  |  |  |
| --- | --- | --- | --- |
| **LINE MANAGER:**  **[insert tutors name]** | DR. NaomI Adel | | |
|  |  | | |
| **GROUP NAME:**  **[allocated by Line Manager]** | | A17\_6 | |
|  | | | |
| **TEAM COMPOSITION** | | | |
| **ROLE** | **FULL NAME** | | **STUDENT ID** |
| **Team Leader** | Mohammed Mahin Ibnay Mamun | | 23643001 |
| **Product Owner** | Shoyombo Oreoluwa | | 23680200 |
| **Quality Controller** | Keros Banda | | 23690169 |
| **Team Member** | Naysharn Arrowsmith | | 23677053 |
| **Team Member** | Qamar Iqbal Gutierrez | | 23668160 |
| **Team Member** | Jensen Norris | | 23659056 |
| **Team Member** | Divine Uchegbulam | | 23663543 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MEETING SUMMARY** | | | | |
|  | | | | |
| **Date / Time** | **Virtual / Physical (enter location)** | **Duration** | **Meeting Summary** | **Member(s) Present** |
|  | | | | |
| *2/02/2024*  *(Week 1)* | *Physical*  *Lab session* | *1 hour* | * *Group roles assigned* * *Began brainstorming project ideas* | - Mohammed mahin ibnay mamun  - oreoluwa shoyombo  - keros banda  - naysharn arrowsmith |
| *9/02/24*  *(Week 2)* | *Physical lab session* | *1 hour* | *Project scoping* | - Mohammed mahin ibnay mamun  - oreoluwa shoyombo  - keros banda  - jensen norris |
| *16/02/2024*  *(Week 3)* | *Physical Lab session* | *1 hour* | *Sprint 1A* | - Mohammed mahin ibnay mamun  - oreoluwa shoyombo  - keros banda  -naysharn arrowsmith |
| 21/02/2024  (Week 4) | Physical  (JD building) | 30 mins | * Wireframe roles assigned | - Mohammed mahin ibnay mamun  - oreoluwa shoyombo  - Qamar Iqbal Gutierrez  -naysharn arrowsmith  -keros banda  -jensen norris |
| 23/02/2024  *(Week 4)* | *Physical*  *Lab session* | 1 hour | Product review with sprint | - Mohammed mahin ibnay mamun  - oreoluwa shoyombo  - Qamar Iqbal Gutierrez  - divine uchegblugam |
| 01/03/2024  *(Week 5)* | (Physical) Lab lesson | 1 hour | Sprint document 2 | - Mohammed mahin ibnay mamun  - oreoluwa shoyombo  - Qamar Iqbal Gutierrez  - keros banda |
| 06/03/2024  (Week 6) | Physical  (JD building) | 30 mins | Discuss who will make which page and which colour to add and what we need on pages. | - Mohammed mahin ibnay mamun  - Qamar Iqbal Gutierrez  - Jenson norris  -naysharn Arrowsmith |
| 08/03/2024  *(Week 6)* | Physical  (JD building)  Lab session | 1 hour | Sprint document 2b review | - Mohammed mahin ibnay mamun  - Qamar Iqbal Gutierrez  - Jenson norris  -naysharn Arrowsmith |
| 13/03/2024  (Week 7) | Ms teams | 15 mins | Discussed changes which need to be made to website, does it match the needs of the wireframe? | All members |
| 15/03/2024  (week 7) | (Physical) Lab lesson | 1 hour | Sprint document 3A | Mohammed mahin ibnay mamun  oreoluwa shoyombo  Keros banda  Divine uchegbulam |
| 20/03/2024  (Week 8) | (Physical)  John Dalton building | 20 minutes | Discussed final tasks and assigned more roles to everyone on trello | Mohammed mahin ibnay mamun  oreoluwa shoyombo  Keros banda  Naysharn Arrowsmith  Qamar Iqbal Gutierrez |
| 22/03/2024  (Week 8) | (Physical)  John Dalton building lab | 1 hour | Sprint activity 3b | Mohammed mahin ibnay mamun  Keros banda  oreoluwa shoyombo |
| 06/04/2024 | Ms teams | 10 mins | Updates with any changes, bug fixes | All members spoke on groupchat |
| 18/04/2024  (Week 9) | (Physical)  John Dalton building | 1.5 hour | Complete PowerPoint for the presentation.  Fill in any missed of areas. | Mohammed mahin ibnay mamun  oreoluwa shoyombo  Naysharn Arrowsmith  Qamar Iqbal Gutierrez  Keros banda |

Once completed do not forget to save your work as [**00\_ Team Meeting Summary Template**].

Upload the completed document to your Microsoft Teams ‘**Files’** area for the MS Teams channel you have been provided with.

As the **Team Leader** you should update this file on a regular basis and ensure it is up to date following each meeting regardless of virtual or in person.