Project Sprint 2 Finalize Tasks for Features and Time for Tasks |Minutes

## Meeting date | time September 21st, 2018 | 11:00am | Meeting location QUT V Block (Library)

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| |  |  | | --- | --- | | Meeting called by | Group | | Type of meeting | Project Discussion | | Facilitator | Group | | Note taker | Matthew Blundell | | Timekeeper | Group | | Matthew Blundell  Luke Daniels  Jacob Coorey  Mohammed Osman  Thomas Walker |

# Agenda topics

## Time allotted | 1 hour 40 minutes | Agenda topic Finalize tasks for features | Presenter Group

The first topic that will be covered in this meeting is to check the updated list of tasks that have been made by the development team for each of the features that we are going to have in the second Sprint.

Client asks developers as to see whether there are any other tasks that are needed in order to complete the features to a high standard.

Update the sprint 2 documentation to include all of the tasks.

Have the developer team discuss the time it should take to complete each task in the sprint.

Update the sprint 2 documentation to include all time for the tasks

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| Meeting Items | Person responsible | Item Started or Due |
| Check the updated lists of tasks made by the developer  team | Group | 21/09/2018 | 11:00am |
| Client checks whether any more tasks can be added  To complete the features | Developers | 21/09/2018 | 11:20pm |
| Update tasks in sprint 2 documentation | Matthew Blundell | 21/09/2018 | 11:40pm |
| Client asks developers to discuss how the time it  Will take to complete each task | Developers | 21/09/2018 | 11:50pm |
| Update time for tasks in sprint 2 documentation | Matthew Blundell | 21/09/2018 | 12:20pm |

Project Finalize Sprint 2 Plan & Searching and Reporting Features|Minutes

## Meeting date | time October 2nd, 2018 | 6:00pm | Meeting location QUT P Block (P506A)

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| |  |  | | --- | --- | | Meeting called by | Group | | Type of meeting | Project Discussion | | Facilitator | Group | | Note taker | Matthew Blundell | | Timekeeper | Group | | Matthew Blundell  Luke Daniels  Mohammed Osman  Thomas Walker |

# Agenda topics

## Time allotted | 1 hour 40 minutes | Agenda topic Finalize Sprint 2 Plan & Search and Reporting Features Start | Presenter Group

The first topic that will be covered in this meeting is to check whether there are any other features we need to add to the second sprint in order to get the desired application the client wants

If features are needed to be included add them to the sprint 2 planning documentation.

Ask developer team to create tasks and times for the tasks for any new features that are going to be added to the second sprint

Client will check the new tasks that have been created for the new features

Final Sprint 2 Plan will be created

Client will ask developer team to start the searching and reporting features and bring them to the next meeting

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| Meeting Items | Person responsible | Item Started or Due |
| Discuss as a group to see if any new features need to be  added | Group | 02/10/2018 | 6:00pm |
| Add new features to documentation | Group | 02/10/2018 | 6:20pm |
| Developer team creates new tasks and tasks times | Developers | 02/10/2018 | 6:40pm |
| Client will check the new tasks | Matthew Blundell | 02/10/2018 | 7:10pm |
| Final Sprint 2 Plan will be made | Group | 02/10/2018 | 7:30pm |
| Client tells developer team to start searching and reporting  Features for next meeting | Developers | 02/10/2018 | 7:40pm |

Project Check Search and Reporting Features, Start User Authentication|Minutes

## Meeting date | time October 5th, 2018 | 1:00pm | Meeting location QUT V Block (Library)

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| |  |  | | --- | --- | | Meeting called by | Group | | Type of meeting | Project Discussion | | Facilitator | Group | | Note taker | Matthew Blundell | | Timekeeper | Group | | Matthew Blundell  Luke Daniels  Jacob Coorey  Mohammed Osman  Thomas Walker |

# Agenda topics

## Time allotted | 1 hour 20 minutes | Agenda topic Check Search and Reporting Features, Start User Authentication | Presenter Group

The first topic that will be discussed in this meeting we will be checking the developers progress on the search and reporting features for the final release.

Client will check the search systems and reporting system to see if there are any aspects that need to be changed and discuss with the developer teams all the changes that need to be made by next meeting

Have the developer team bring fully functional search and reporting functionality by our next meeting

Client will also allocate the developer team work on the user authentication feature

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| Meeting Items | Person responsible | Item Started or Due |
| Check progress on the search and reporting features | Group | 05/10/2018 | 1:00pm |
| Check search and reporting systems and discuss changes  That need to be made to the systems | Group | 05/10/2018 | 1:20pm |
| Have developer team bring fully functional search and  Reporting features to next meeting | Developers | 05/10/2018 | 2:00pm |
| Allocate developer team to start user authentication | Group | 05/10/2018 | 2:10pm |

Connect all Pages together and start testing & Styling Changes Minutes

## Meeting date | time October 10th, 2018 | 1:00pm | Meeting location QUT V Block (Library)

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| |  |  | | --- | --- | | Meeting called by | Group | | Type of meeting | Project Discussion | | Facilitator | Group | | Note taker | Matthew Blundell | | Timekeeper | Group | | Matthew Blundell  Luke Daniels  Jacob Coorey  Mohammed Osman  Thomas Walker |

# Agenda topics

## Time allotted | 1 hour 30 minutes | Agenda topic Connect all Pages & Testing | Presenter Group

The first topic that will be discussed in this meeting is to check the finished versions of the search and reporting features as well as to see the progress of the user authentication system for the web application.

If any problems found with the search and reporting features should be resolved by the next meeting.

Client will check the user authentication system and check whether any changes need to be made

Developer team will connect all the pages and features up via Django so whole application can start being tested upon

Group will discuss that all testing and changes should be done by next meeting.

Page Styling should also be changed by next meeting to adapt to new features in sprint 2 like the login and signup buttons

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| Meeting Items | Person responsible | Item Started or Due |
| Check finished versions of the search and reporting  Features as well as user authentication | Group | 10/10/2018 | 1:00pm |
| All search and reporting problems to be completed  By next meeting | Group | 10/10/2018 | 1:20pm |
| Connect all pages up via Django so who application  Can be tested | Group | 10/10/2018 | 1:50pm |
| Discuss all testing and changes that should be done  By next meeting | Group | 10/10/2018 | 2:10pm |
| Page Styling need to be updated | Group | 10/10/2018 | 2:30pm |

Check new Styling of Pages and Testing Minutes

## Meeting date | time October 12th, 2018 | 1:00pm | Meeting location QUT V Block (Library)

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| |  |  | | --- | --- | | Meeting called by | Group | | Type of meeting | Project Discussion | | Facilitator | Group | | Note taker | Matthew Blundell | | Timekeeper | Group | | Matthew Blundell  Luke Daniels  Jacob Coorey  Mohammed Osman  Thomas Walker |

# Agenda topics

## Time allotted | 1 hour | Agenda topic Page Styling and Testing | Presenter Group

The first topic that will be discussed in this meeting is the checking of the styling of the pages and changes to search, reporting and user authentication features.

Test to make sure that all the features still work with the new styling of the site and to make sure that the new styling is consistent across all of the pages.

Have the display without login feature started and shown in the next meeting

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| Meeting Items | Person responsible | Item Started or Due |
| Check the styling of the pages and the changes to search,  Reporting and user authentication features | Group | 12/10/2018 | 1:00pm |
| Test all features to make sure they work with the  New styling | Group | 12/10/2018 | 1:20pm |
| Have display without login feature started for  Next meeting | Group | 12/10/2018 | 1:50pm |