**Team Knuth Meeting**

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| Meeting called by | Ryan Pickering | Meeting Number | 4 |
| Attendees | Matthew Pritchard, Ryan Pickering, Ethan Roe, Matthew Randle | Apologies |  |
| Time | 11:00 – 13:00 | Time Keeper | Ryan Pickering |
| Date | 15/03/2019 | Location | Northumbria University Library |

Agenda Items

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| 1. Cliff Meeting Reflection | |
| Time Duration | 11:00 – 11:20 |
| Discussion | Reflect on what issues were raised with the current documentation with the meeting with Cliff. |
| Conclusions | 1. Teem meetings minutes need to be modified to make action items clearer. 2. The progress report should be modified to display an update field and who the activity belongs to. 3. Sprint backlog documentation should be created 4. Create a task prioritization document 5. Revise the code of conduct by comparing it to the BCS code of conduct 6. Other team members should have more input into the project management documentation.   The team concluded that this meeting would be best suited to focusing on the team collaborating towards the project management documentation. |

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| 1. Revise the Gantt charts to ensure that all team members agree on the timescale. | |
| Time Duration | 11:20 – 11:45 |
| Discussion | All team members generally agree on the timescales of the Gantt chart, however noticed that at the current date some tasks were not realistically feasible with the timescale set. |
| Conclusions | A new Gantt chart should be created and approved by the team members. |

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| 1. Revise the meeting minute template to include action items in a separate table. | |
| Time Duration | 11:45 – 11:55 |
| Discussion |  |
| Conclusions | Past minutes and current minute templates have been amended to display the action items in a clearer form. |

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| 1. Reformat and revise the code of conduct | |
| Time Duration | 11:55 – 12:20 |
| Discussion | The current code of conduct is not fit for purpose and displays items in a simple list form. It should be revised to be easier to read and display the information in a more professional manner, similarly to the BCS code of conduct. |
| Conclusions | The code of conduct has been amended to be in line with the BCS code of conduct. |

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| 1. Amend progress log | |
| Time Duration | 12:20 – 12:30 |
| Discussion | The progress log should be amended to display who the action owners are for each item. |
| Conclusions | The progress log now has an action owner section for each progress item. |

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| 1. Task Prioritisation Document | |
| Time Duration | 12:30 – 13:00 |
| Discussion | The team should create a task prioritisation document and decide on which tasks should be considered as a priority and which tasks should be considered as secondary tasks. |
| Conclusions | Due to the task prioritisation document being created at a later stage in the project, we have created a task prioritisation document for the first section of the project between dates 04/02/19 and 03/03/19. The team then agreed on which tasks were priority and which tasks were secondary for that time segment. We will now continue to create task prioritisation documentation for the current tasks. |

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| Action Owner | Action Items | Date to be completed by |
| All team members | All team members should investigate agile documentation and how to create sprint backlog documentation.  Decide on which current tasks should be considered priority and which tasks should be considered as secondary.  All team members should create user interface designs for each of their respective aspects of the system. | 22/03/19 |
| Ryan Pickering | Create a new version Gantt chart. | 22/03/19 |