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| Meeting Minutes Week 1 | |
| Date | 25/07/2017 |
| Time | 10-12pm |
| Location | Q Block |
| Attendance | All attended |
| Documented by | Charlotte |

**Notes:**

* There wasn’t an official meeting for week 1. In the workshop, we formed groups for the Smart City Project- the group consists of: Charlotte Wilds, Bridgette Carmody, Zach White, William Brock and Michael Wilkinson. 2 IS students and 3 CS students.
* Roles and responsibilities were chosen: SCRUM Master and Clients- Bridgette and Charlotte, developer team- Zach, William, Michael
* Exchange contact details: Facebook group was created as form of contact outside of university
* Begin working on team agreement
* Team agreement needs to be finalised at the latest the day before next week’s workshop
* Arrange time to meet next week for client requirements and developer features to be exchanged
* GIT repository created and all members joined
* Charlotte to email Jesse group name, members and further details of team members and group number.
* Charlotte to email Jesse team agreement

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| Meeting Minutes Week 3 | |
| Date | 08/08/2017 |
| Time | 9-10pm and 10-12pm |
| Location | Q Block |
| Attendance | All attended |
| Documented by | Charlotte |

**Notes:**

* There wasn’t an official meeting for week 1. In the workshop we formed groups for the Smart City Project- the group consists of: Charlotte Wilds, Bridgette Carmody, Zach White, William Brock and Michael Wilkinson. 2 IS students and 3 CS students.
* Roles and responsibilities were chosen: SCRUM Master and Clients- Bridgette and Charlotte, developer team- Zach, William, Michael
* Exchange contact details: Facebook group was created as form of contact outside of university
* Begin working on team agreement
* Team agreement needs to be finalised at the latest the day before next week’s workshop
* Arrange time to meet next week for client requirements and developer features to be exchanged
* GIT repository created and all members joined
* Charlotte to email Jesse group name, members and further details of team members and group number.
* Charlotte to email Jesse team agreement

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| Meeting Minutes Week 5 | |
| Date | 22/08/2017 |
| Time | 9-10pm and 10-12pm |
| Location | Q Block |
| Attendance | All attended |
| Documented by | Charlotte |

**Notes:**

* Update on Sprint and Release Plan, and User Stories: ensure they’re complete DUE TONIGHT
* User stories have been prioritised, estimated and chosen
* Work on finalising sprint 1 in workshop
* No issues were raised
* Struggled with velocity- finished by the end of workshop
* Developers reiterate what can be completed in sprint 1 to clients
* Developers to start development of sprint 1
* Organise meeting for following week

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| Meeting Minutes Week 7 | |
| Date | 05/09/2017 |
| Time | 9-10pm and 10-12pm |
| Location | Q Block |
| Attendance | All attended |
| Documented by | Charlotte |

**Notes:**

* Ensure team members completed artefacts or if any problems with artefacts
* Charlotte and Bridgette commenced component diagram as they needed to find a website where they could complete the lining etc: draw.io
* No issues were raised
* Team members to create mock up screens for Smart City website in workshop and outside of workshop due following week before workshop
* Update on development team progress to clients
* Ensure artefacts and mock up screens are uploaded to GIT

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| Meeting Minutes Week 9 | |
| Date | 19/09/2017 |
| Time | 9-10pm and 10-12pm |
| Location | Q Block |
| Attendance | All attended |
| Documented by | Charlotte |

**Notes:**

* Work on retrospective document due FRIDAY.
* Ensure retrospective document is finalised by Thursday at the latest
* Class diagram has been uploaded to GIT so that Bridgette and Charlotte students can finish basic process model (finished in meeting)
* Development team is up to date with predicted sprint and release plan 1, will have it completed by FRIDAY of this week.
* Development team showed clients progress
* Receive feedback from user stories and sprint and release plan 1: use feedback in retrospective document
* Begin task planning for sprint 2 (use velocity feedback and formula to fix)
* Arrange meeting for following week (after mid-semester break)
* SUBMIT PERSONAL PORTFOLIO AND RETROSPECTIVE DOCUMENT BY FRIDAY