**Subject: Tutor Meeting**

**Project Name: P42**

**Facilitator:**

**Prepared by**

**Mode: In person**

**Date:**

**Time: 0800-1000**

**Attendees:**

* Victoria Salim (tutor)
* Winson Zhou
* Yvette Yang
* Haofeng Wang
* Kyle Guo
* Dylan Truong
* Dickson Tay

**Absent:**

* Qifan Zhu

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? | XP Summary, Project Scope Statement | * The assignment given on week 2 | Kyle, Yvette |  |
| 2 | What is in progress? | Client Project Portal Selection | * There are multiple portals to work on so our group has to notify our client which portal we would like to work | Group Effort |  |
| 3 | What is working well? | The group is working well. Solid communication and all of us are doing our tasks accordingly. | * We constantly communicating through social media and making sure that we are always planning on meetings and allocating tasks | Group Effort |  |
| 4 | What needs improvement? | N/A | N/A | N/A | N/A |
| 5 | Reminders | Create a contribution file and create a Jira project. Use meeting minutes template provided on canvas starting on week 3 | Clarified with the tutor on what was lacking with our project so far and it was lacking a contribution file to point out who contributed to the project so far and also to use | Dickson clarified with the tutor and was asking for feedback. |  |
| 6 | What needs to be completed before the next meeting? | 1. Before client meeting, we should narrow down the portal selection to which portals we would like to work on. 2. Work on a contribution file. | * We individually worked think of which portal we would like to do. * Winson is working on the contribution file | 1. Group Effort 2. Winson |  |
| … | ….. |  |  |  |  |