Professional Computing - CITS3200 Team 30

**Team Meeting #3**horizontal line

**Date:** 21.08 **/ Time:** 12pm **/ Location:** Online

**Chair:** Jordan Lee

**Minutes:** Alexia Fassetta

**Attendees:** Jordan Lee, Zack Zou, Edward Giles, Alexia Fassetta, Nicodemus Ong ​

**Apologies:**

## **Meeting Duration:**

# The meeting was declared open at 12.10 pm, quorum was present.

# The meeting was declared closed at 3.50 am, quorum was present.

## **Confirmation of Previous Minutes:**

Motion: To accept the 19/08 minutes as true and correct”

Moved: Jordan Lee, Edward Giles, Alexia Fassetta, Nicodemus Ong ​

Moved Unanimously / Moved by Majority

**AGENDA**

| **Topic:** | **Actioned**: |
| --- | --- |
| Update Tanya’s Edits for the Sprint 1 Submission | Jordan |
| How to Contribute to the GitHub Repository | Jordan & Edward |
| Create Task Management System on Github using User Stories | Edward & ALexia |
| Sprint 2 Discussion | Jordan |

**MINUTES**

**1.1 Tanya Reflection on Sprint 1**

Review Tanya’s responses to our comments

* Action- bring up in next meeting

**1.2 Setting up on GitHub**

* Bring everything to local device
* Create a new branch
* Code on that branch / make edits
* Commit to main
* Pull requests
* Provide a comment
* Edward to approve it

Considerations - Ensure version control

**1.3 Contribute to the GitHub Repository**

Actions - Alexia to update Task Management System (Projects and Milestones)

Actions - Edward will review all code before it is uploaded to the main branch.

**1.4 Github Access**

* Created User Stories under Project
* Assigning roles for the technical elements of the user stories.
* Edward placed time structures and other features to track everyone's work.

**1.5 Sprint 2 Discussion**

* Discussion of preparations for sprint 2
* MVP initial planning