ITC205 - 1. Initial Meeting Discussion Document

## Member List: (Maybe Team Name: Procrastination)

* Alain Roberts
* Tim Pickard
* Dylan Sheaves

# Overview:

An initial meeting between members of the group where we discuss topics given in Assessment Item 1 of ITC205.

## Main Topics:

Initial Introduction -

Overview of assessment outline -

Find out the type of meeting (SCRUM, or weekly checkups with timetable changes on a per-week basis)

1. **Organize a meeting** - Topics proposed; Obtaining a schedule of each team member’s available times.
2. **Get together online -**
3. **Organise a schedule of weekly meetings**
4. **Establish a ‘push’ communication mechanism** - Discord for voice chat, and as a record of text based communications.
5. **Allocate tasks for the first iteration.**
6. **Please Note:** there are **two** iterations required to complete Assignment 2. Do not present an 'Iteration Plan' that covers the whole period for Assignment 2. Present an iteration plan that specifies what you are going to achieve in the first iteration.
7. **Record meeting minutes**
8. **Establish a team version control repository.** - Git with GitHub for Windows.

Bitbucket was brought up but it wasn’t chosen as an option the team was keen on using.

1. **Create an individual 'feature branch' for each team member.**

* Discussing points in the team charter document including issues pertaining to points given in this initial discussion document.
* Explore points of a conflict resolution method
* Through each meeting, we will bring up edits and changes made by individuals in terms of organisational issues and/or changes directly related to sections of the assessment including documentation and code(?) changes.
* Discuss ‘Microsoft Project’ in terms of task organisation.

## General Topics:

* The official meeting will discuss each point in Assessment Item 1 for ITC205, including the schedule times.
* Uploading of documents may be on a shared ‘Google Drive’ folder with a possible additional backup on GitHub.
* Use Discord for communication as well as logging.
* Individuals should learn how to use the majority of GitHub’s main features before the next meeting.
* Discuss ‘Microsoft Projects’.

## Individual Tasks:

Alain - Organise Google Drive for file upload and organisation and upload recordings.

Tim - Upload draft excel document defining people’s timetable.

# Conclusion:

* We will abstain from doing the main meeting (with minutes) until after the ITC205 Tut1 on Wednesday 7:00pm - 9:00pm.
* We are comfortable with having Git with GitHub
* The draft date for the official meeting is 4:30pm on 16th July 2020.