ITC205 - Assessment Item 2: Meeting 1

# Member List:

## Team Name: ‘Procrastination’

* Alain Roberts
* Tim Pickard
* Dylan Sheaves

# Overview:

The first meeting of ‘Assessment Item 2’ for ITC205. This will discuss topics related to the Iterative process in regards to the assessment, and the new requirements of ‘Assessment Item 2’.

# Main Topics:

## Pushing the previous documentation onto the online repository:

Dylan will go ahead with the document uploading. This will only be project documentation that will be changed in the future (Only the iteration plan in this case).

Alain has to make changes such as so that the branches becomes:

project -->src --> main --> java --> library

Instead of:

project -->src --> library

Due to changes in both Dylan and Tim’s file structures for merging.

## Going through the iteration document and making progression-changes (including issues):

‘Iteration Plan Revised’ will be used online for editing, and then downloaded and re-uploaded to the master repository.

## Discussing formal reviews and then the subsequent merges (including the order, time, date, and members involved at each step):

Review and Merge order for main branches:

1. Library Review - 14:00 - 17:00 04/08/2020
2. Library Merge - 14:00 - 17:00 04/08/2020
3. Loan Review - 16:00 - 18:00 05/08/2020
4. Loan Merge - 16:00 - 18:00 05/08/2020
5. Book Review - 16:00 - 18:00 05/08/2020
6. Book Merge - 16:00 - 18:00 05/08/2020
7. Calendar Review - 10:00 - 12:00 07/08/2020
8. Calendar Merge - 10:00 - 12:00 07/08/2020
9. Member Review - 10:00 - 12:00 07/08/2020
10. Member Merge - 10:00 - 12:00 07/08/2020

## Making further changes to the iteration plan document (and then uploading to the repository):

We need to upload the iteration document into the repository after the meeting.

# General Business:

## Critical Review Document:

A document that is to be done at the end in a meeting. Won’t be made/edited during iteration 1.

## Identification of possible issues to the team’s development (unrelated to code):

We are making changes to this section as per the new team-based schedules for each person’s projects.

Alain - Jury duty from ‘August 6th with an estimated time of 2 weeks’. Once I have received the time-table, we need to organise another meeting to accommodate for the possible changes (I had thought the break was weeks 5-6 instead of weeks 6-7).

# Conclusion:

Edit team member reviews and merges into google/physical calendar after this meeting.

# Sign-Off:

I was present to this meeting and agree that the meeting was discussed in accordance to the team charter;

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