ITC205 - Assessment Item 2: Meeting 2

# Member List:

## Team Name: ‘Procrastination’

* Alain Roberts
* Tim Pickard
* Dylan Sheaves

# Overview:

The second meeting of ‘Assessment Item 2’ for ITC205. This will discuss topics related to iteration 2 of Assignment 2 for ITC205’.

# 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).

## 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. Today will be going through and making the second iteration of the document.

## 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:

## 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.

## Review our review process to check if it is ‘good enough’:

It \*\*Should\*\* be alright, but stick a lot more stricter to the review guidelines. Specifically with regards to proper tagging and resolution of defects.

# 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.

# Conclusion:

Decide ‘review and merge times’ next week (Meeting 3).

Ensure that everyone has their branches committed and published by 11/08/2020.

Dylan will download all documents at the end and upload to master.

# Sign-Off:

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

*Alain Roberts*: Roberts, A.

Email: [trick17ar@gmail.com](mailto:trick17ar@gmail.com)

Phone: 04 59 228 710

*Dylan Sheaves:* Sheaves, D.   
Email: neoeyesgameboygeek@gmail.com

Phone: 04 97 768 556

*Timothy Pickard*: Pickard, T.

Email: [timp624@yahoo.com.au](mailto:timp624@yahoo.com.au)

Phone: 04 97 874 763

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