Cleckhuddersfax E-Convenient Store

Project
Team Meeting
Agenda Documentation

ATTENDEES

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AGENDA AND NOTES, DECISIONS, ISSUES

I. Introductions were made at the first meeting, required materials and software provided by our project manager Sir Rohit Raj Pandey was noted and shared in the meeting, followed by a discussion of project charter, in which the scope of project, project brief and means of communication were discussed. As means of communication, Slack and Trello were approved unanimously.

II. After the first effective meeting, the team scheduled next meeting on Trello in a week for Belbin Analysis. The team sat together in the conference hall facilitated by The British College and started discussion. Out of the discussion, individuals from the team noted their primary, secondary and least likely roles accordingly. Though some changes were made, the primary roles stayed unchanged as per the meeting. After Belbin analysis was complete, team sat for a cup of tea and decided on next meeting purpose and agenda.

III. The agenda of this meeting was slightly different than the rest. Our project manager sir had issued an execution phase in design where Use Case diagrams and Entity Relationship Diagrams were to be made. After quickly finishing up with individual Skills Audit, out team figuratively graded themselves which was reviewed by each other in the team. A final cumulative grade of the team was then listed, and Team Skills Audit was complete. Our team rushed to study room at college premise to start and help each other in designing Use Case model of the project. After finishing a trial design of Use Case and ERD, we visited our supervisor Sir Rohit Raj Pandey who eventually was free and in spite of his busy schedule, he dedicated his precious time to help and provide us with wonderful new ideas and variations that could come up. We got new insights as to what could be added and remove from our initial design. The final design was once again reviewed by the team before final submitting was done.

IV. After a tedious yet fruitful meeting, our team has sat down together for template sampling and wireframing. The team locked down to a common template and started on building wireframe. As brilliant might it sound, template sampling wasn't the only challenge. We had to study its compatibility, responsive designs, license and many more factors that could impact our entire project. Meanwhile in the meeting, the team has decided to push its efforts in wireframing and MS Project.

SN	Time	Topic / Discussion	Date	Facilitator	Status	Meeting Type
I	20 Min	Review of needed Items and Resources, Project Charter Discussion	18/02/2020	The British College	Complete	Information Sharing
II	20 Min	Belbin Analysis, Next Meeting Purpose and Agendas	24/02/2020	The British College	Complete	Information Sharing Decision Making
III	4 Hr	Discussion on Skills Audit, ERD and Use Case Diagrams	25/02/2020	The British College	Complete	Status Update Problem Solving
IV	40 Min	Discussion on Wireframes, Templates and MS Project	10/03/2020	The British College	Complete	Information Sharing