

# Meeting 21 | Minutes

Meeting date | time 21/10/19 | 11:00 | Meeting location Google Hangouts

Meeting called by	Whole Team	Attendees
Type of meeting	Video Meeting	Oliver Clarke (odjc500)
Facilitator	Oliver Still	James Gardner (jadg502)
Note taker	James Gardner	Stijn Marynissen (sm2174)
Timekeeper	James Gardner	Che McKirgan (cwjm501)
		Cameron Smith (cs1869)
		Oliver Still (os705)
		Eric Walker (ew1150)

## AGENDA TOPICS

Time allotted | 5 | Agenda topic How Are Things | Presenter

**Discussion:** We're all good, people have all gone home.

Any ideas on how assessment will work with missing the presentation stuff like that.

**Conclusion:** Last merge for iteration 2 was a bit of a mess but expected due to these strange and uncertain times.

#	Action items	Person responsible	Deadline
1	Contact Tony and Noel regarding assessment	Oliver Still	23/03

Time allotted | 10 | Agenda topic Iteration 3 | Presenter Oliver Still

**Discussion:** People should designate set times to do work and stay online. We are well under on hours so people can work as much as they want.

People should refrain from messaging in the evening. Keep messages between 9-5.

Continue to log hours on clockify.

Oliver Still has a log on with an easter internship. Could Che take on the online shared whiteboard.

User Stories all need extra tests and requirements adding.

People could start logging work done on this page.

[https://docs.google.com/document/d/1UoxLxdoGk54coTCKkp6ua9c\\_hubeAf0A97k5pXFMSyQ/edit](https://docs.google.com/document/d/1UoxLxdoGk54coTCKkp6ua9c_hubeAf0A97k5pXFMSyQ/edit)

Test out if this helps with remote work.

#	Action items	Person responsible	Deadline
2	Write requirements for current user stories	All	25/03

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**Time allotted** | 5 | **Agenda topic** *HTML Website* | **Presenter** *Oliver Still*

**Discussion:** New repo for the website created and we should all start ticking away at it a little. Can begin by moving files over from the drive to the github.

**Conclusion:** Closing

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**Time allotted** | 5 | **Agenda topic** *QA Manual* | **Presenter** *Oliver Still*

**Discussion:** Disaster recovery plan should be included. Covering pandemics and natural disasters e.t.c

**Conclusion:** Could be used for helping manage how we work atm.

Extra Notes:

Daniel Bishop (dmb537) previously agreed absence.