Used car sales website / Matchmaking System

In class meeting with supervisor in week 3
Meeting No: 5

DATE:	3/08/2018
TIME:	12:30 - 14:30
VENUE:	014.06.019 / RMIT
ATTENDEES:	Xin Xie
	Moonyoung Jung
	Matthew Hezel
	Jimin Ahn
	Morgan Sylven

AGENDA

1. Feedback for project charter from the sponsor:
- Need to include project name (in specific what project).
- Do not include the RUP in methodology part as we do not need that in this project.
- Include payment part in project scope.
- Discuss more about Agile methodology and process.
- PBI / WBS is fine.
- Update amendment history in the project charter
- Need to discuss about 'decision making process' in charter.
- Need user guide documentation but in later stage.
- At the end of the sprint, provide a wireframe.

2. What do we need to do for the next week:
- Need to create login/logout function.
- Create index page with general outline.
- Create relevant diagrams
- Work out with registration function.
- Create wireframe for sprint1
- Start sprint 1 - until next weekend.
- Having a scrum meeting on next wed 6pm via Slack. (08/08/2018)

3. Team tasks for everyone:
- Keep document/tracking on Trello board.
- Communicate regularly regarding any team issues.
- Working on coding in C9 group space.
- Keep writing down individual weekly timesheet.

4. Individual tasks for each member for the next week:

- Morgan: Design relevant diagrams.
- Matt: Create login / logout function.
- Xin: Create index page.
- Jimin: Create registration function.
- Moon: Create wireframe.