

Software Design Minutes

10th of April 2024, at 1:30 p.m., at a FNB Tutorial Room

The meeting was called to order at 1:30 p.m.

In attendance

Athini Mgagule[Minutes-taker]

Prince Dlomo

Vutshila Mashimbyi

Apologies

Khumoetsile Marope could not attend

Siphosakhe Mkhwanazi could not attend

Agenda Review

1. Set up repository on GitHub and deploy website on Azure
2. Schedule upcoming meetings

Decisions Made

- Agreed to set up repository on GitHub and deploy website on Azure before sprint planning meeting with client on Monday
- Scheduled 4 meetings in total: 1 sprint planning meeting with client on Mondays and 3 scrum meetings, on Wednesdays and Fridays and the 3rd one on Saturday which is virtual
- Prince volunteered to create the repository and deploy the site on Azure
- Decided to use Microsoft Teams for virtual meetings

Action Items

- Prince: Create repository on GitHub and deploy website on Azure by Friday, 12th of April 2024
- Schedule the sprint planning meeting with the client for Monday
- Athini: Schedule the virtual meeting on Saturday using Microsoft Teams
- All Team Members: Ensure familiarity and access to Microsoft Teams for virtual meetings

Next Steps

- Verify repository setup on GitHub and website development on Azure by testing if the repository allows all members to commit and checking if the deployed website is accessible by everyone
- Prepare agenda and materials for the sprint planning meeting with the client on Monday before Monday
- Ensure availability for the upcoming scrum meetings by doublechecking if all members are available to meet

Approval of Minutes

TBC

Announcements

Next Meeting

12 April 2024, at 8:30 a.m., at FNB building

Adjournment

Motion to adjourn was made at 14h30 and was passed unanimously