**Meeting minutes**

**Date:** April 8th 2016

**Start time:** 11:00am

**Finish time:** 3:00pm

**Attendance:**

* Daniel Oram
* Tae Park
* Reno Kim
* Jung-Wook Lee

**Discussion:**

* Face to face introductions
* Discussing project brief and assigning first tasks
* Assigned a deadline of next week to finish both guides by next friday

**Date:** April 11th 2016

**Start time:** 4pm

**Finish time:** 5pm

**Attendance:**

* Tae Park
* Reno Kim

**Discussion:**

* Brief meeting with each other
* Reno had some questions, on what was required of him and needed helped

**Date:** April 27th 2016

**Start time:** 12:00pm

**Finish time:** 5:00pm

**Attendance:**

* Daniel Oram
* Tae Park
* Reno Kim
* Jung-Wook Lee

**Discussion:**

* Because of different assignments for each member due today, no work was completed between last friday’s meeting and today.
* Extended the deadline for the guides to next friday.
* Discussed guides with each other, as we were all unsure of what was actually required. Showed examples to each other, with thoughtful discussions.

**Date:** May 6th 2016

**Start time:** 1pm

**Finish time:** 2pm

**Attendance:**

* Daniel Oram
* Tae Park
* Reno Kim
* Jung-Wook Lee

**Discussion:**

* We had half the practice guide and tool guides completed.
* Extending deadlines to next week to complete the entire guides.

**Date:** May 13th 2016

**Start time:** 1pm

**Finish time:** 5:00pm

**Attendance:**

* Daniel Oram
* Tae Park
* Reno Kim
* Jung-Wook Lee

**Discussion:**

**Date:** May 19th 2016

**Start time:** 1pm

**Finish time:** 5:00pm

**Attendance:**

* Daniel Oram
* Tae Park
* Reno Kim
* Jung-Wook Lee

**Discussion:**

* Shared with each other our work for the guides we had completed.
* Did peer review of each other’s work, made comments and made edits according to feedback.
* Decided to assign Reno and Tae to start on the report and Daniel and Jung Wook to complete the learning package.

**Date:** May 22nd 2016

**Start time:** 6pm

**Finish time:** 9pm

**Attendance:**

* Tae Park
* Reno Kim

**Discussion:**

* **Had a brief meeting, where Tae has some questions on how they could split the report work.**
* **Tae and Reno started on the report and nearly completed it.**

**Date:** May 25th 2016

**Start time:** 1pm

**Finish time:** 10pm

**Attendance:**

* Daniel Oram
* Tae Park
* Reno Kim
* Jung-Wook Lee

**Discussion:**

* Working as group on the report and providing feedback to each other about our assigned tasks.
* Learning package needed more content, and Report had many errors.
* Spent 2 hours discussing our feedback for each and fixing.

**Date:** May 26th 2016

**Start time:** 2pm

**Finish time:** 10pm

**Attendance:**

* Daniel Oram
* Tae Park
* Reno Kim
* Jung-Wook Lee

**Discussion:**

* Working as a group in WT501 on deliverables
* Spent 3 hours discussing with each other what was required. Spent the rest of the time to complete work individually, with frequent interruptions in between to ask each other questions.
* ¾ done report.
* Completed the team retrospective.

**Date:** May 26th 2016

**Start time:** 1pm

**Finish time:** 4.30pm

**Attendance:**

* Daniel Oram
* Tae Park
* Reno Kim
* Jung-Wook Lee

**Discussion:**

* Jung finishing his retrospective on github
* Daniel finishing his retrospective on github
* Reno finishing his retrospective on github
* Tae putting retrospectives into wiki
* Tae, Reno and Daniel and Jung collating everything on the wiki for submission