Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 2

## Meeting Details

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| Date & Time: | 04/08/2017 16:30 |
| Venue: | Microsoft teams |
| Attendees: | Matthew Elliott  Ann Mary George  Liam McShane |
| Apologies: | N/A |
| Absent without apologies: | Clinton Pham |

## Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | Discussion of absent team member Clinton Pham. No one in the team had heard from him. Decided to talk to the tutor about it in later meeting |
| 2 | Discussion of work completed since last meeting. All members wrote user story cards as agreed in last meeting. Matthew hadn’t added acceptance criteria to the ones he wrote |
| 3 | Double checked links to github and trello were correctly setup for later meeting with product owner, that product owner was added to these resources |
| 4 | Discussion of first milestone assessment – review of rubric and expected level of completion |
| 5 | Discussion of when the first sprint was starting, confirmed that it was beginning this week |
| 6 | Discussion of number of sprints in the subject |
| 7 | Discussion of broad requirements of the product, getting all group members on the same page as to what we will be creating |
| 8 | Talked about adding user stories into the templates supplied by the course |

## Action Items

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| No. | Item | Who | By |
| 1 | Add acceptance criteria to user story cards | Anyone | Next meeting |
| 2 | Talk to tutor about missing member | Anyone | Next meeting |
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