|  |  |  |
| --- | --- | --- |
| JustHealth- Meeting minutes: Christmas Planning meeting | | |
| Date: | 17.12.14 | |
| Start Time: | 11am | |
| Location: | Library | |
| Members: | All Present | |
| Agenda:   * Review work set on Monday * Iteration 5 review doc * Review requirements set for this term * Reflect on this term and think of ways we can work more effectively next term. * Review issues * Review Gantt chart * Review Risks * Review requirements and iteration plans for next term * Decide what to do about iteration 6 (notifications/ reminders) how this is going to documented and recorded * Discuss the first release of app * Discuss technical documentation (technical, maintenance and security)- break down to a checklist of everything that needs to be done * Discuss user documentation- break into checklist * Discuss Christmas list of tasks * Assign compulsory tasks for each member to complete over Christmas * Create a list of extra tasks and decide the amount each person needs to complete min * Come up with a plan for the week beginning 12 Jan and when we will meet. (this is the beginning of our next iteration, we can set work that needs to be done in the first week of the iteration) * Make clear a way to discuss problems over Christmas. There will be no excuse for work not completed over Christmas unless I know about an issue/ problem prior to the week before we are back at uni. * Raptor * Plan for Yang’s meeting tomorrow | | |
| Discussion:  Please see document Christmas review and all tasks assigned to Trello | | |
| Actions: | | |
| End Time: | | 5pm |
| Next Meeting Date: | | 19/1/15 |
| Next Meeting Location: | | Tbc |
| Next Meeting Time: | | tbc |