TeamWork

Agenda

**Date**: 15.02.23

**Time**: 11.45am

**Facilitator**: Ruben Avis

# In Attendance

Referdinand Balanquit Jr, Ruben Avis, Ivan Kvas, Sandra Miller

Apologies

N/A

# Approval of Minutes

All approved.

# Agenda items

1. Preparation for Elevator Pitch.
2. Brief review of project plan.
3. Discuss daily logs – we will all keep a daily log on the shared drive. Template required.
4. Confirm team roles– See document in shared folder.
5. Ideas for project – biscuit website. Concept of project – search for biscuit name and search will return picture and small blurb about biscuit.
6. Discussed port to use for page. Has a response been received?
7. Future meetings. The role of minute taking, creating future agenda and meeting request will be shared. Each team member will take a turn.
8. Jira access. Request has been sent, has a response been received?
9. Gordons folder. It has been suggested that the comments document be kept in the root folder.
10. Update action items. Remove completed if necessary.
11. Additional questions for Gordon.
12. Xampp server discussion.

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| * Create Template for daily log. | Sandra | 16.02.23 (Completed) > |
| * Minutes for next meeting. | Ruben | 16.02.23 | Completed  15/02/23 |
| * Ruben Avis appointed as team leader. | Ruben | 08.02.23 | Completed  08.02.23 |
| * Ask Gordon and Stephen for shared webspace to create project. | Sandra | 15.02.23 | Email sent 13.02.23. |
| * Add document of idea concepts to shared folder. | Ruben | 15.02.23 | Completed  13.02.23 |
| * Create team role template and add to shared folder. |  | 15.02.23 | Completed  15.02.23 |
| * Project plan added to shared folder. | Referdinand | 15.02.23 | Completed  01.02.23 |
| * Jira access – email Gordon and Karen Mackay | Sandra | 15.02.23 | Email sent  13.02.23 |

# New Business

# Next Meeting

22/2/23, 11.20-11.35