TeamWork

Minutes

**Date**: 08/02/23

**Time**: 12.42pm

**Facilitator**: Sandra Miller

# In Attendance

Sandra Miller, Ruben Avis, Referdinand Jr Balanquit.

Apologies

Ivan Kvas.

# Approval of Minutes

No previous minutes to approve.

# Agenda items

1. Discuss daily logs – we will all keep a daily log on the shared drive. Template required.
2. Discuss team role template – See document in shared folder.
3. Appoint team leader.
4. Ideas for project – biscuit website. Concept of project – search for biscuit name and search will return picture and small blurb about biscuit.
5. Discussed port to use for page.
6. Future meetings. The role of minute taking, creating future agenda and meeting request will be shared. Each team member will take a turn.
7. Jira access.

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| * Create Template for daily log. | Sandra | 16.02.23 |
| * Minutes for next meeting. | Ruben | 16.02.23 |  |
| * Ruben Avis appointed as team leader. | Ruben | 08.02.23 | Completed |
| * 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 |  |
| * Create team role template and add to shared folder. | Referdinand | 15.02.23 | Waiting for Ivan to confirm roles. |
| * 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

15.02.23 | 11.45am, Room 231