

AGENDA

Group Name: Group 15 Fifteen-Go

Date of meeting (this will always be a Wednesday): 2019.2.20

Item	
1.	<p>What our group has done since last meeting</p> <p><i>The last meeting was our first meeting. During this meeting, we made an initial determination of the aims and objectives of the Group and held discussions on the details of the panel's operation. For example, how to ensure the stable operation of the team, when to conduct meetings and group and personal responsibilities, etc.</i></p>
2.	<p>Questions, issues?</p> <ol style="list-style-type: none"> <i>1. How to ensure the continuous development and proper operation of the project?</i> <i>2. How to ensure that all team members keep pace with the team?</i> <i>3. How to resolve decision-making conflicts?</i>
3.	<p>We would like feedback on...</p> <ol style="list-style-type: none"> <i>1. We believe that understanding each responsibility, regular meetings and continuous communication are the guarantee for the correct and lasting operation of the project. We believe that every Member should be actively involved, there is no absolute leader, that can ensure the participation and enthusiasm of members, but also to ensure that the project in the correct track to operate. Regular meetings and ongoing WeChat group communication are another important solution. What is more, establish a timetable to check the work process is necessary.</i> <i>2. The discussion was of the view that regular meetings were also important initiatives to ensure balanced development of the project, but that appropriate punitive measures were also necessary. If the students absent from the meeting without cause will be disqualified from voting, only subject to arrangements, etc.</i> <i>3. Conflict is inevitable, when conflicts are encountered, we should actively discuss or vote on, following the tradition of the minority obeying the majority. If it is not possible to decide, terminate the meeting, update the program, and find a new way to resolve it.</i>
4.	<p>What we plan to do before the next meeting.</p> <p><i>All the group members should</i></p> <ol style="list-style-type: none"> <i>1. Finish Team Agreement</i> <i>2. Read materials include "Agile_software_engineering_Team_Roles.pdf" and "Problem_Statement.pdf"</i>