Meeting Agenda

Team Meeting - Week 3

Date   Wednesday, 14 August 2019
Time   2:00pm - 4:00pm
Venue   Reid Library

Invites

Name	Init.	Organisation
Beining Chen	**BC**	Team 26
Rupert Hu	**RH**	Team 26
Thiren Naidoo	**TN**	Team 26
Jordan Russell	**JR**	Team 26
Lachlan Russell	**LR**	Team 26
Seharsh Srivastava	**SS**	Team 26

Meeting Lead   Beining Chen

Minutes   Thiren Naidoo
                    Beining Chen

Outcomes

1	Prepare and brief all members for the Client Meeting
2	Review Sprint One Requirements
3	Backlog Discussion
4	Technical Consideration such as Login and production of Wireframe

Meeting Agenda

1 Client Meeting Preparation

	Item	Discussion
1.1	Logistical Preparation for Thursday Meeting	
1.2	Review technical query register	
1.3	Assess Phase One deliverables to present to client	
1.4	Further discussion for Client Meeting	All

2 Sprint 1 Discussion

	Item	Discussion
2.1	Epic section requirements	
2.2	Skills and Resources section requirements	
2.3	Risk Register requirements	
2.4	Project Acceptance requirements	
2.5	Story for Sprint 2	
2.6	Further discussions (Such as submission requirement)	All

3 Backlog

	Item	Discussion
3.1	Intro to Backlog	
3.2	Features of Backlog	
3.3	Tutorials of Backlog	
3.4	Further discussions	All

4 Technical Discussion

	Item	Discussion
4.1	Infrastructure Architecture	**LR**
4.2	Flask v. Django	**TN & LR**
4.3	Developing in an agile manner	**JR**
4.4	Further discussions on the technical aspects of the project	All

5   Planning

	Item	Discussion
5.1	Sprint 1 planning	
5.2	Client meeting planning	
5.3	Overview of Print 2 (If there is extra time)	All

6   Open Discussion

	Item	Discussion
6.1	Any extra discussion	All