

**Meeting Agenda****Team 26**

# Team Meeting - Week 2

**Date** Wednesday, 7 August 2019  
**Time** 3:30pm - 5:00pm  
**Venue** Room 5, Barry J Marshall 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
Oliver O'Neil	ON	Auditor

**Meeting Lead** Beining Chen  
**Minutes** Jordan Russell  
Beining Chen

## Outcomes

- 1 Catch everyone up on the tech we plan to use and brief descriptions of how they work
- 2 All necessary roles are fulfilled and that everyone understands the responsibilities and purpose of each role
- 3 Everyone understands the organisation tools in place and the expectations set out in the team charter
- 4 Features are discussed again in reference to the client meeting and a preliminary feature set is decided, basic sprint stories can be considered

**Meeting Agenda****1 Introduction**

	Item	Discussion
1.1	Overview of Flask	LR
1.2	Overview of Flutter	SS
1.3	Overview of PostgreSQL	TN
1.4	Discussion on potential later frontend for desktop/mobile website	All

**2 Tools**

	Item	Discussion
2.1	Team Charter Intro	BC
2.2	GIT Intro	RH
2.3	Trello / Agile Intro	JR
2.4	Calendar Intro	JR
2.5	Slack Intro	LR
2.6	Google Drive Intro	JR

**3 Administration**

	Item	Discussion
3.1	Discussion of roles that must be fulfilled	JR
3.2	Intro to their current roles by each member	All
3.3	Detailed expectations and responsibilities of each role	LR
3.4	Team Charter review	BC

**4 Client**

	Item	Discussion
4.1	Summary of client meeting	TN
4.2	Discussion of features / concept / brief	JR
4.3	Additional questions to be asked of client	TN

**Meeting Agenda****Team 26****5 Planning**

	Item	Discussion
5.1	Feature discussion (Open ended)	JR
5.2	Tiers of functionality discussion	JR
5.3	Sprint Planning	All

**6 Open Discussion**

	Item	Discussion
6.1	Any extra discussion	All