****

**TEAM 9 MEETING**

**MINUTES**

**Week 9 Group Meeting**

**Meeting Details**

|  |  |
| --- | --- |
| **Team Name:** | Team 9 |
| **Meeting Date:** | 20th October |
| **Time:** | 12:00-13:00 pm |
| **Venue:** | Ezone Study Space |
| **Attendees:** | Dhruv, Isaac, Matthew, Josh, Dennis |
| **Absent Members:** | Rodney |
| **Minutes Taker:** | Dennis |

**Agenda Details**

|  |  |
| --- | --- |
| Tasks | Sub-tasks |
| Discussions/Clarifications | * Reflect on how the team preforms |
| Next Meeting |  |

**Meeting Commences (12:00pm)**

Dhruv Asks what the team thinks we did well

Isaac Mentions that we achieved the stories

Mathew Mentions how the client was impressed with what we achieved

Matthew Mentions that we had good communication within team, and that this experience was the best he had with any group

Dennis Mentions how the team had people with different skillsets and strength, making it a good team

Isaac Praises Dhruv and the team on how the GitHub repos were managed well

Dhruv Asks the team on what we did badly

Josh Thinks that the time management for coding could be better, as 60% of our work was done during the final week of the project

Dhruv Mentions how our communication with outside parties such as the mentor and the client could be better

Dhruv Thinks that the team had struggled with the deadlines for weekly deliverables and sprints

Isaac Feels that the team could have approached the timesheet requirements better, such as using google sheets, as well as division of tasks could be better

Dennis Feels that project estimation such as hours and estimated finishing time could have been better. The almost all members ended up spending more than 60 hours each on the project

Josh Feels that the file organisation could be better, as using GitHub to compile files such as sprint deliverables and other documents from sprint 1 (scope of work, requirements) might not be the most effective

Isaac Asks what we would do next time

Josh Mentions we would start coding earlier

Matthew Mentions how we would spread out workload better

Matthew Mentions that we would have more communication with client, as we missed several points he mentions throughout the project, and must reclarify several times

Dhruv Thinks we should be more aware of deadlines

**Meeting Concludes 13:00**