

**Subject Lecturer: Mrs. Elle Chan**

**Subject Coordinator: Dr. Torab Torabi**

**NSW-Enterprise Meeting Agenda**

Project: A Nursing Home/ Aged Care Visistor Management

Client: OnShoringTM Jamesy

Project Team: NSW-Enterprise

Industry Project Role: Team leader

Student Name: (Xiaopeng Li)(Ruolin Xie)(Tai Yone Min)(Yue Yin)

Student Number:(18386537)(18827929)(19190983)(19180306)

**Date**

**26/ March 2019 10:00AM**

**Attendees:**

**Member attend to meeting: RUO LIN XIE**

**TAI YONE MIN**

**YUE YIN**

**XIAO PENG LI**

**Absentees: None**

**Goals: finish sprint 1 and prepare next meeting.**

**Discussion items:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Who** | **Item** | **Discussion/Outcome** |
| **5 min** | **RUO LIN** | **Sprint 1** | **Discussion about current user stories**  **Feedback** |
| **3 min** | **TAI YONE** | **Sprint 1** | **Discussion about current user stories** |
| **3 min** | **YUE YIN** | **Sprint 1** | **Agree the time and place** |
| **3 min** | **XIAO PENG** | **Sprint 1** | **Discussion about current user stories and sprint** |

**Action Items**

**Done Sprint 1 record, Relate, Reason and Reconstruct.**

**Date**

**02/ April 2019 12:00PM**

**Attendees:**

**Member attend to meeting: RUO LIN XIE**

**TAI YONE MIN**

**YUE YIN**

**XIAO PENG LI**

**Absentees: None**

**Goals: Change project 2 to project 3, and redo the sprint 1 and prepare sprint 2 to submit.**

**Discussion items:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Who** | **Item** | **Discussion/Outcome** |
| **7 min** | **RUO LIN** | **Sprint 1, 2** | **Discussion and redo sprint 1 and prepare for sprint 2** |
| **8 min** | **TAI YONE** | **Sprint 1, 2** | **Discussion and redo sprint 1 and prepare for sprint 2** |
| **8 min** | **YUE YIN** | **Sprint 1, 2** | **Discussion and redo sprint 1 and prepare for sprint 2** |
| **7 min** | **XIAO PENG** | **Sprint 1, 2**  **Next Meeting,** | **Discussion and redo sprint 1 and prepare for sprint 2**  **Prepare for next meeting** |

**Action Items**

**Redo Sprint 1 and prepare sprint 2.**

**Date**

**09/ April 2019 12:00PM**

**Attendees:**

**Member attend to meeting: RUO LIN XIE**

**TAI YONE MIN**

**YUE YIN**

**XIAO PENG LI**

**Absentees: None**

**Goals: prepare sprint 2 and ready to submit in JIRA and LMS**

**Discussion items:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Who** | **Item** | **Discussion/Outcome** |
| **3 min** | **RUO LIN** | **Sprint 2**  **Next Meeting** | **Discussion about Sprint 2 and upload into JIRA**  **Prepare for next meeting** |
| **4 min** | **TAI YONE** | **Sprint 2** | **Discussion about Sprint 2 and upload into JIRA** |
| **4 min** | **YUE YIN** | **Sprint 2** | **Discussion about Sprint 2 and upload into JIRA** |
| **3 min** | **XIAO PENG** | **Sprint 2**  **,** | **Discussion about Sprint 2 and upload into JIRA** |

**Action Items**

**Finish Sprint 2 and Combine Sprint 1 and submit in both JIRA and LMS**

**Date**

**16/ April 2019 13:00PM**

**Attendees:**

**Member attend to meeting: RUO LIN XIE**

**TAI YONE MIN**

**YUE YIN**

**XIAO PENG LI**

**Absentees: None**

**Goals: Change project 2 to project 3, and redo the sprint 1 and prepare sprint 2 to submit.**

**Discussion items:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Who** | **Item** | **Discussion/Outcome** |
| **4 min** | **RUO LIN** | **Sprint 1, 2** | **Discussion about sprint 3 and start prepare Presentation** |
| **5 min** | **TAI YONE** | **Sprint 1, 2** | **Discussion about sprint 3 and start prepare Presentation** |
| **5 min** | **YUE YIN** | **Sprint 1, 2** | **Discussion about sprint 3 and start prepare Presentation** |
| **5 min** | **XIAO PENG** | **Sprint 1, 2** | **Discussion about sprint 3 and start prepare Presentation**  **Prepare for next meeting** |

**Action Items**

**Prepare for Sprint 3 and start doing presentation.**

**Date**

**30/ April 2019 14:00PM**

**Attendees:**

**Member attend to meeting: RUO LIN XIE**

**TAI YONE MIN**

**YUE YIN**

**XIAO PENG LI**

**Absentees: None**

**Goals: Prepare for the presentation**

**Discussion items:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Who** | **Item** | **Discussion/Outcome** |
| **3 min** | **RUO LIN** | **Sprint 1, 2** | 1. **Prepare for the presentation** |
| **4 min** | **TAI YONE** | **Sprint 1, 2** |
| **4 min** | **YUE YIN** | **Sprint 1, 2** |
| **3 min** | **XIAO PENG** | **Sprint 1, 2**  **,** |

**Action Items**

**Finish Sprint 2 and Combine Sprint 1 and submit.**

**Date**

**07/ May 2019 14:00PM**

**Attendees:**

**Member attend to meeting: RUO LIN XIE**

**TAI YONE MIN**

**YUE YIN**

**XIAO PENG LI**

**Absentees: None**

**Goals:**

**Discussion items:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Who** | **Item** | **Discussion/Outcome** |
| **3 min** | **RUO LIN** | **Sprint 2**  **Next Meeting** | **Discussion about Sprint 2 and upload into JIRA**  **Prepare for next meeting** |
| **4 min** | **TAI YONE** | **Sprint 2** | **Discussion about Sprint 2 and upload into JIRA** |
| **4 min** | **YUE YIN** | **Sprint 2** | **Discussion about Sprint 2 and upload into JIRA** |
| **3 min** | **XIAO PENG** | **Sprint 2**  **,** | **Discussion about Sprint 2 and upload into JIRA** |

**Action Items**

**Finish Sprint 2 and Combine Sprint 1 and submit.**

**Date**

**14/ May 2019 14:00PM**

**Attendees:**

**Member attend to meeting: RUO LIN XIE**

**TAI YONE MIN**

**YUE YIN**

**XIAO PENG LI**

**Absentees: None**

**Goals: Prepare Sprint 4 and decide which software to design the website.**

**Discussion items:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Who** | **Item** | **Discussion/Outcome** |
| **3 min** | **RUO LIN** | **Sprint 3** | 1. **Discuss about which software are we going to create the website - using “WordPress” as our web design software** 2. **Discussion about what we need to do to finsh Sprint 4** |
| **4 min** | **TAI YONE** | **Sprint 3** |
| **4 min** | **YUE YIN** | **Sprint 3** |
| **3 min** | **XIAO PENG** | **Sprint 3**  **,** |

**Action Items**

**N/ADate**

**21/ May 2019 14:00PM**

**Attendees:**

**Member attend to meeting: RUO LIN XIE**

**TAI YONE MIN**

**YUE YIN**

**XIAO PENG LI**

**Absentees: None**

**Goals: Change project 2 to project 3, and redo the sprint 1 and prepare sprint 2 to submit.**

**Discussion items:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Who** | **Item** | **Discussion/Outcome** |
| **3 min** | **RUO LIN** | **Sprint 4** | 1. **Discussion about Sprint 4** 2. **Display the current website(interface design, function)** 3. **Upload the current work on Jira** 4. **Discussion what we need to do to finish Sprint 5** |
| **4 min** | **TAI YONE** | **Sprint 4** |
| **4 min** | **YUE YIN** | **Sprint 4** |
| **3 min** | **XIAO PENG** | **Sprint 4**  **,** |

**Action Items**

**Finish Sprint 4 and submit on the LMS.**

**Date**

**28/ May 2019 14:00PM**

**Attendees:**

**Member attend to meeting: RUO LIN XIE**

**TAI YONE MIN**

**YUE YIN**

**XIAO PENG LI**

**Absentees: None**

**Goals: Finish Sprint 5 and prepare for the presentation**

**Discussion items:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Who** | **Item** | **Discussion/Outcome** |
| **4 min** | **RUO LIN** | **Sprint 5** | 1. **Upload documentation in JIRA and LMS** 2. **Creating more form to show** 3. **Show Website in other browser to client in the presentation** 4. **Ask the clients if they are satisfied with the current design** |
| **4 min** | **TAI YONE** | **Sprint 5** |
| **4 min** | **YUE YIN** | **Sprint 5** |
| **4 min** | **XIAO PENG** | **Sprint 5**  **,** |

**Action Items**

**Finish Sprint 5, documentation, agenda and submit them on the LMS and github.**