

WILDCATS A3 MEETING 4TH OCT

AGENDA

- Skills and jobs to be close to finished
 - Handled by Braydan, Carisse, Dan, Glenn
- Project to be fleshed out by Harmony and Xavier
 - Details on sections to be completed and then delegated
- General update and defining completion timelines
- Q&A with all team members

MINUTES

- Skills & Jobs
 - Just need to be uploaded into Teams to be overlooked and reviewed by everyone
 - “About Wildcats” to be used throughout all of the sections of the job ad
- Project Idea
 - Almost fully fleshed out to start delegation of tasks
 - What will be and what won't be included in the prototype has been listed out for more clarity of tasks
 - Timeframe to be further looked at and revised
 - Estimates of realistic implementations and allocate appropriately
 - Looking to release to a working standard rather than a personal satisfaction of completion
 - Harmony to indicate what needs to be working or implemented for the web app to run
 - Minimum viable product
 - Plans & Progress
 - Will leave room to add or subtract as we go along
 - Marks for this section of the rubric
 - Looking at opportunities for risks
 - Whether it's for the client or whether its for the production of the web application, each member to take one section and write a paragraph on how it's a risk to us
 - Xavier's points
 - Listing out what we are going to prioritise
 - How we are planning to go about the project
 - Listing out all changes made to link up to the risks
- Updates
 - Monday's update to be short and get updates on tasks
 - Wednesday's meeting to be more full
- Q&A

ACTIONS

- Complete the following sections: Team Profile, Skills and Jobs
- Complete Minimum Viable Product to mitigate mission creep
- Further discuss each other's feedback on project section defined by Harmony and Xavier, move forward to execute agreed direction for each section of the project