Meeting Minutes

Date 12/5/21 Time 8pm

Attendees

Pat
Darren
Adam
Andrew

Apologies

Cameron

Agenda

- ❖ **Meeting content**
  See below
- ❖ **Issues and Challenges**
  See iteration plan 3
- ❖ **Review Previous Iteration Work Items**
  LCOM - Project Plan finalisation.
- ❖ **New Iteration Work Items**
  See iteration plan 3
- ❖ **To Be Actioned**
  See iteration plan 3
- ❖ **Assigned Roles**
  Same as discussed in team charter, roles have not changed.

Content:
- Discussed email from David (forwarded from Maria) regarding documents needed, etc.
- The team needs to organise a meeting with James to see if we can not only receive a copy of the project plan in preparation.
- Discussed project plan finalisation and moving forward with that.
- Discussed team charter related issues regarding non-performance, Darren to follow this up privately with the involved member.
- Discussed master test plan, Darren has stated there is more that can be added but it is mostly focused on Jupyter notebook testing as that is primarily what is available.
- Document revisions need a change log attached with each one, example. Change "something" in section 3.2. Etc.
- Outlined new documentation roles for LCAM and who is covering each part of the revision / finalisation of each document.
- Discussed Adam's clustering notebook that is available to look at under his branch of the DCS bitbucket.
- Darren raised this link which is useful for creating diagrams with AWS symbols and terminology. https://aws.amazon.com/architecture/icons/
- The majority of the content outlined in this meeting is related to iteration plan 3 and the information covered can be found with the iteration document.