Meeting Minutes

Date: Mar-31 Time: 8:00pm

Attendees

Adam
Andrew
Darren
Pat

Apologies

Cam - (Work Commitments)

Agenda

❖ Meeting content

Discussion of current state and clarification of recent meeting with DT. Currently understanding that we will push forward and complete documents to the best of our ability. DT can present this work to DCS for approval.

Decision was made to close off Iteration #1. We had expected this to run over and close it off later but with the news that we will continue even without understanding the full scope of work we decided that we can start on the second iteration.

❖ Issues and Challenges

Still no real clarification on project requirements and scope. This issue will likely persist for the foreseeable future and we will have to make do with the information we have.

❖ Review Previous Iteration Work Items

Last interaction was mostly complete. Only 1 outstanding item (project plan) which was expected due to delays and final touches needed for Project Vision document.

❖ New Iteration Work Items

Risk List - Pat to continue development
Proposed Architecture Document - Adam
Project Vision Document - Mostly complete, Adam / Andrew to finalise
Initial Requirement Model - Andrew

Master Test Plan - Darren / Pat
Initial Project Plan - Cam

❖ To Be Actioned

AWS Certified Cloud Practitioner Exam - Everyone