

Meeting Minutes

Date 04-07 Time 8:00pm - 8:40pm

Attendees

Adam Blewitt
Andrew Smith
Cameron Nyberg
Darren Sheehan
Patrick Funnell

Agenda

❖ Meeting content

- ❖ Project Plan - Iterative & Incremental Implementation
 - Separate major milestones, in the project
 - Perform the plan, review & implementation process for each milestone
 - Implement smaller milestones to track progress and assist team
- ❖ Meetings with DCS
 - 11:30 AM Friday's
 - Majority of the time we get with Intellify
 - Valuable time to assess technical aspects

❖ Issues and Challenges

Nil

❖ Review Previous Iteration Work Items

- ❖ LCOM
 - Project Plan (CN)

❖ New Iteration Work Items

- ❖ LCAM
 - Ensure we have a change log
 - Currently waiting on meetings
- ❖ General notes for next iteration

- Identify more risks & relate to the risk assessment
- Flag missing or incomplete items, add to the new iteration (3)
- Construct risks against the marking criteria

❖ To Be Actioned

- ❖ Information Required from DCS
 - AWS Budget
 - Thresholds for budget alarms
 - Pat - email to Simon, from DCS
- ❖ LCOM
 - Complete by about lunch time tomorrow
 - Review Project Milestones & Objectives of Project Plan