

**Subject:** Week 3 - In-tutorial Meeting Minutes

**Project Name:** COMP3888\_T17\_07\_Group1

**Facilitator:** Alex

**Prepared by:** Everyone

**Mode:** e.g. Zoom Meeting

**Date:** 24/Aug/2021

**Time:** 17:00pm – 19:00pm

**Attendees:** Alvin Peng, Alex, Ben Raj, Shuai Sun, Zinc Gao, Gary Guo

**Absent:** None

*[Agenda item – the topic to be discussed during the meeting]*

*[Description/comments – brief explanation/justification of agenda item, sub topics to be discussed or list of things discussed as part of the agenda item]*

*[Decision/Action: decision made, or action taken regarding agenda item e.g. Due dates, redo work, proof and submit, contact client for clarification, discuss with team, discuss with tutor, no action required]*

*[Who – team member responsible for action or outcome(s) associated with decision made regarding agenda item]*

*[Items for escalation – any issues that needs to be raised with the team manager, tutor or client]*

#	Agenda Item	Description/ Comments	Decision/Action	Who?	Items for escalation
1	What has been completed?	<ul style="list-style-type: none"> <li>Created simple django boilerplate and pushed to the repository.</li> <li>Updated Wiki with previous meeting minutes and migrated files from dropbox to repository.</li> </ul>		Everyone	

[DOCUMENT TITLE]	[DATE]
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2	What is in progress?	<ul style="list-style-type: none"> <li>Summary of XP Principles, XP roles, jira documentation, bitbucket documentation.</li> <li>Continued research into other ethics approval platforms</li> </ul>	<ul style="list-style-type: none"> <li>Doing online tutorials and making pdf of summary files.</li> <li>Look to google and amazon to find exemplar platforms</li> </ul>	Everyone	
3	What is working well?	<ul style="list-style-type: none"> <li>Group communication</li> </ul>		Everyone	
4	What needs improvement?	<ul style="list-style-type: none"> <li>Team needs to know the skills of using the Django framework, HTML and CSS.</li> </ul>	<ul style="list-style-type: none"> <li>Online tutorials</li> </ul>	Everyone	
5	Reminders				
6	What needs to be completed before the next meeting?	<ul style="list-style-type: none"> <li>Summary of XP Principles, XP roles, jira documentation, bitbucket documentation.</li> <li>Project scope statement</li> <li>Project status report</li> <li>User stories</li> </ul>	<ul style="list-style-type: none"> <li>Completing the files.</li> </ul>	Everyone	
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