C:\Users\mloughry\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\OG0115WC\CATME logo - Meeting Support - Web.tif **Agenda and Minutes for APE group**

*Instructions: Complete items in green before the meeting and circulate as the agenda. Complete items in black after the meeting and circulate as the meeting minutes.*

**Meeting Date and Time: [9:30AM – 10:30AM]**

**Meeting Location:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Team Member Names** | **Assignments Due** | **Present?** | **Prepared?** | **Comments** *(if absent, include reasons and whether teammates were notified in advance)* |
| Aarti (minutes) |  |  |  |  |
| Biying |  |  |  |  |
| Kebing |  | No |  |  |
| Ollie |  |  |  |  |
| Shaun |  |  |  |  |
| Xiaohan (chair) |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Agenda Items for Discussion and/or**  **Work to be Completed** | **Expected Duration**  (actual duration) | **Summary of Discussion** |
| 1. Review minutes of last meeting. | 5 mins |  |
| 2. Discuss work completed since last meeting | 3 mins | * Shaun and Ollie recorded a video where we worked with Git and got the dev environment working |
| 3. Project Controller  Schedule, Look-aheads | 1 min | * our first submission due on **4pm Friday 27 August (week 5)** * This week, we meet with the client to show them our first small feature * This week, each team member will commit a change to git and push it |
| 4. work on the first sprint  Story board.xlsx | 10 mins | Sharon wants it to be displayed in a vertical format |
| 5. Review action items to be completed after meeting. |  | Continue watch Udemy courses or other learning materials on react nodejs mongodb and github. |
| 6. Schedule next meeting |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action items to be completed after meeting** | **Who is responsible?** | **Due?** | **Comments** |
| 1. Get started writing some code and try to learn how to commit to github |  |  | Maybe everyone should start writing some code and commit to github |
| 2. Client email about meeting link and database query. | Aarti |  | Will students have access to the excel file? How will they use this study planner if they don’t have it? |
| 3. Database query to Rachel | Shaun |  | DONE |
| 4. Commit a change to git and push by the end of the week | Everyone | Saturday | Schedule a time with Ollie or Shaun to do this if you need help |
| 5. Parsing the excel file, putting it into localstorage | Shaun & Xaiohan |  |  |

**Next Meeting**

**Date and Time: Wednesday 10:00am**

**Location: Teams**

**Purpose: Client Meeting**

**Chair next week: Aarti**

**Minutes next week: Biying**

**Recording Secretary**

Meeting agenda circulated on [date] by [team-member name].

Meeting minutes circulated on [date] by [team-member name].

Any corrections to the minutes to be submitted to [team-member name] by [date].