 **Agenda and Minutes for [team name]**

*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: 10am. 18/08/2021**

**Meeting Location: Teams**

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| --- | --- | --- | --- | --- |
| **Team Member Names** | **Assignments Due** | **Present?** | **Prepared?** | **Comments** *(if absent, include reasons and whether teammates were notified in advance)* |
| Aarti (Chair) |  |  |  |  |
| Biying (Minutes) |  |  |  |  |
| Kebing |  |  |  |  |
| Ollie |  |  |  |  |
| Shaun |  |  |  |  |
| Xiaohan |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Agenda Items for Discussion and/or**  **Work to be Completed** | **Expected Duration**  (actual duration) | **Summary of Discussion** |
| 1. Review minutes of last meeting. | 3 mins |  |
| 2. Discuss work completed since last meeting. | 7-8 mins | Ollie demonstrated project made so far. Clarified the user workflows |
| 3. Discussions about unclear requirements | 15 mins | Staff to have login system to access to their web-interface for purpose of uploading, deleting courses.  Open access to all for the web interface making study plan.  Saving on server or on local computer and saving as excel or snapshot will be decided based on the timeframe left. |
| 4. Explain story board. | 10 mins | Shaun explained the idea behind story board. Shaun and Kebing to refine story based on more clear requirements. |
| 5. Talked a bit about Github expectations. | 3 mins | Story boards and minutes folder made available for the clients to track the progress.  Refined Sprint 1 to be uploaded on Github. |
| 6. Talk about student how to get study plan. | 5 mins | We have 3 options to get study plan.  1.Student use website link to get study plan.  2. Download the csv file.  3.Screenshot |
| 7. Review action items to be completed after meeting. |  | Mentioned in the table below. |
| 8. Schedule next meeting |  | 25/08/2021 at 10am |

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| **Action items to be completed after meeting** | **Who is responsible?** | **Due?** | **Comments** |
| 1.Refine Story Board with the requirements gathered | Shaun and Kebing | 18/08 |  |
| 2. Work on API | Ollie and Aarti | 19/08 |  |
| 3. Sprint 1 to be completed before next client meeting | All team members | 25/08 |  |
| 4. |  |  |  |
| 5. |  |  |  |

**Next Meeting**

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

**Location: Teams**

**Purpose: Meeting**

**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].