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: [09:30 – 10:45]**

**Meeting Location:**

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

|  |  |  |
| --- | --- | --- |
| **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 | Good. |
| 2. Discuss work completed since last meeting   * Gantt Chart (Shaun) * Mockups (Shaun) * Features (Ollie) * Rationale for technology choices | 5 mins | * Upload excel button - we need it to listen for a response, refresh the page, give user feedback * Easy user story for sprint team - send a post request from the front end to receive / filter / output back to front end on the ‘Unit Planner’ page |
| 3. Project Controller (Shaun)   * Schedule (Gantt Chart) | 5 mins | Gantt Chart is very informative. |
| 4. Team member roles updates   * Team roles doc |  |  |
| 5. Ask Ollie Questions about frameworks |  | Good. |
| 6. |  |  |
| 7. Review action items to be completed after meeting. |  | Good. |
| 8. Schedule next meeting |  | Demo feature on 8/25 to clients. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action items to be completed after meeting** | **Who is responsible?** | **Due?** | **Comments** |
| 1. Ollie to deploy to back end | Ollie | today | Already Done |
| 1. Xiaohan to follow Ollie’s tutorial | XiaoHan |  | Create a branch `feature/post`  Commit all changes there  Create a pull request |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**Next Meeting**

**Date and Time: [10:00 am 8/25 – 10:30am 8/25]**

**Location: Online meeting**

**Purpose: Demo feature**

**Recording Secretary**

Meeting agenda circulated on [8/22] by [Ollie].

Meeting minutes circulated on [8/22] by [Ollie].

Any corrections to the minutes to be submitted to [Ollie] by [8/22].