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: [10:00 – 11:00]**

**Meeting Location:**

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

|  |  |  |
| --- | --- | --- |
| **Agenda Items for Discussion and/or**  **Work to be Completed** | **Expected Duration**  (actual duration) | **Summary of Discussion** |
| 1. Sprint 1 demo |  |  |
| 2. Sharon’s query - Minor vs Major changes in the system for course changes. |  | Time based deliverable:   1. Staff makes changes to the excel file itself and uploads excel with upload constraints on the database(Agreed upon for now) 2. Interface based changes offered on admin side. |
| 3. Problem on staff side. |  | Process is very manual to make decisions for planning a coursework change. |
| 4. Discuss on sample study plans. |  | Time based deliverable: Michael’s suggestion  Make study plan on the user side, download and add upload study plan functionality on admin side to make sample study plan’s available on the user side. |
| 5. Review action items to be completed after meeting. |  | Focus on deliverable 1 and come back to user side development. |
| 6.Student side vs admin side development. |  | Student Side development priority.  Make study planner first. |
| 7.Three most important functionality |  | Upload and delete course - admin functionality.  Download and save study plan made.  Validation on study plan. (Warnings to be displayed on the study planner based on contraints) |
| 8. Schedule next meeting |  | To be scheduled via email. |

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| **Action items to be completed after meeting** | **Who is responsible?** | **Due?** | **Comments** |
| 1. Share mockup links to github. |  |  |  |
| 2. Work on deliverable 1 to be submitted on Friday | All Team members | 27/08/2021 | Team reflections to be made by all. |
| 3. Create validation related mockup. | Shaun |  | Validation for Unit coordinators(Users) - Can a student create a study plan given the course they have? |
| 4. Create CSV related mockups   * Download study plan csv * Upload study plan to unit builder * Upload study plan to Admin, to create a template | Shaun |  |  |

**Next Meeting**

**Date and Time: [beginning time – expected conclusion]**

**Location:**

**Purpose:**

**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].