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: [beginning time – expected conclusion]**

**Meeting Location:**

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

|  |  |  |
| --- | --- | --- |
| **Action items to be completed after meeting** | **Concern** | **Resolution** |
| 1. Aarti | \* Team member technical knowledge (front end)  \* Members taking initiative  \* Documentation  \* MVP Delivery process | \* Helping with team tasks (using initiative)  \* Members taking initiative to learn React and NodeJS  \* Sprint teams working together |
| 2. Biying | \* Get better at chair and minutes roles  \* Team member technical knowledge (front end)  \* Members taking initiative | \* Ask for help with understand my role  \* Helping with team tasks (using initiative) |
| 3. Kebing | \* Team member technical knowledge (front end)  \* Get better at chair and minutes roles | \* Members taking initiative to learn React and NodeJS  \* Ask for help with understand my role |
| 4. Ollie | \* Team member technical knowledge (front end)  \* Speed of feature delivery | \* Shared coding workshops |
| 5. Shaun | \* Understanding own roles  \* Members taking initiative  \* Member engagement | \* Refine the features so they are easier to deliver  \* Go over the roles document as a team. Refine that too.  \* Trust my team to do the work |
| 6. Xiaohan | \* Members taking initiative (coding)  \* Documentation  \* Team member technical knowledge (front end) | \* Members taking initiative to learn React and NodeJS |

**Agreed changes to be made**

* Initiative to learn front end language, and to contribute:
  1. We will spend time mocking up the rest of the features over the next week.
  2. We will have a meeting where we assign every feature to a different person
  3. Each meeting, we will ask members to show their progress in delivering the feature
  4. Each member should feel safe asking for help at any time if they are stuck
* Documentation (github readme.md, all Teams documentation)
  1. We will review the **Team Member Roles** document together, and agree on which documents we are responsible for
* Chair and Minute roles
  1. Make the role easier to understand in the document
  2. More practice at doing the role itself