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 | \* Feature is too difficult to deliver  \* The remaining time is limited | \* Taking more time to learn React |
| 2. Biying | \* Some feature may take a lot of time to finish  \*Still need some time to learn React | \* Take more effort to work on features  \*Spare time to learn React with some tutorials on Internet |
| 3. Kebing | \* Still need to improve React skill, not proficient enough.  \*Carelessness when reading deliverable instruction  \*Should help others after finishing my own part | \* Hold team meeting every week.  \*Read it more carefully and communicate more with group mates  \*Pay attention to others’ process and try to give some help |
| 4. Ollie | \* The remaining time is limited | \* Invest more time |
| 5. Shaun | \* Member engagement | \* Set up coding workshops regularly |
| 6. Xiaohan | \* Documentation is not completed  \* Still need some time to learn React | \* write more detailed documentation |

**Agreed changes to be made**

What went well:

* Meetings are short, sharp, to the point
* Features were easily scoped out and divided between the team members
* Team members were very positive about their features
* Shaun took a step back and let people do their thing
* Good connection between the team members (approachable, respectful)
* Clients are very considerate, understanding of our other commitments
* The mock-ups were extremely effective, negating the need for additional meetings with the client. They were able to comment directly on the mock-ups, and we communicated via email about them

What did not go well:

* We misunderstood deliverable 2a, which resulted in team members teaming up on a feature, which we then needed to fix by dividing the teams, as a result we lot a couple days
* The speed of feature delivery - we have been a bit slow while learning the framework
* The features have not all been scoped out
* Did not spend time to learn the front end language (not enough time)

To improve:

* We are going to make sure each Thursday we have a quick team meeting to show our features we've delivered / are delivering so we can get help and feedback from each other

Next Action:

* Merges to be done by 12:00 (midday) on Friday 24th.
* Next meeting focused on planning the next deliverable’s story board and establishing testing procedures.