**CITS3200\_9**

**CITS3200 PROFESSIONAL COMPUTING**

## MEETING # AGENDA: 3

Time: 1:00 PM – 2:00 PM

Date: 11th August 2022

Venue: Microsoft Teams and In-Person

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| Tasks | Sub-tasks |
| Reports | * In progress with Sprint 1 Files * Members Involved: Alian Haidar, Matt Dai, Jakob Kuriata, Oliver Lynch, Joshia Nambi * Missing: Luke Antoncich |
| Discussions/Clarifications | * Files in progress include scope of work, risk register, and skills and resource audit * Clarified everyone’s skills and weaknesses for the project * Email has been sent towards mentor and meeting time discussion is still in progress. |
| To Do | * Different parts of the sprint have been delivered to different team members * Alian is assigned the Skills and Resource Audit * Jakob is assigned the Scope of Work (Due to difficulty, file will be shared across everyone) * Matt is assigned the Sprint 2 stories * Oliver is assigned the project acceptance test * Further assessments on next meeting * Completion of Booked Hours and timesheet for this week |
| Next Meeting | * Friday, 12 August, 2022 |