## Meeting Minutes (Week 8)

Date: 19/09/17 Day: Tuesday Time: 12pm – 1pm

|  |  |
| --- | --- |
| Team Member | Status |
| Maxim Koh | Present |
| Aarond Dino | Present |
| Alice McKellar | Present |
| Luke Tran | Present |

Progress on Tasks

|  |  |  |
| --- | --- | --- |
| Task | Assigned to | Status |
| Mock User Interface (Final) | Max | Completed |
| Main page of website | Alice | Ongoing |
| Setting up database | Aarond | Ongoing |
| Mock User Interface (Final) | Luke | Ongoing |

Discussion Points

* Sprint 1 Plan to be finalised
* Discuss Classes in finalised Diagram
* Discuss final functionality of the website
* How users will navigate through the website

Assigned Tasks (Due Week 9)

|  |  |
| --- | --- |
| Task | Assigned to |
| Site map for website | Max & Luke |
| Updates on burndown chart | Luke |
| Continue with the website | Alice & Aarond |

## Meeting Minutes (Week 9)

Date: 26/09/17 Day: Tuesday Time: 12pm – 1pm

|  |  |
| --- | --- |
| Team Member | Status |
| Maxim Koh | Present |
| Aarond Dino | Present |
| Alice McKellar | Present |
| Luke Tran | Present |

Progress on Tasks

|  |  |  |
| --- | --- | --- |
| Task | Assigned to | Status |
| Mock User Interface (Final) | Max | Completed |
| Main page of website (Final) | Alice | Ongoing |
| Setting up database and response | Aarond | Ongoing |
| Mock User Interface (Final) | Luke | Ongoing |

Discussion Points

* Sprint 1 Plan to be finalised start Sprint 2
* Update CS functionality list
* How to intergrade a database with the website?

Assigned Tasks (Due Week 10)

|  |  |
| --- | --- |
| Task | Assigned to |
| SQL script for populating database | Max & Luke |
| Updates on burndown chart | Max & Luke |
| Continue with the website | Alice & Aarond |

## Meeting Minutes (Week 10)

Date: 3/10/17 Day: Tuesday Time: 12pm – 1pm

|  |  |
| --- | --- |
| Team Member | Status |
| Maxim Koh | Present |
| Aarond Dino | Present |
| Alice McKellar | Present |
| Luke Tran | Present |

Progress on Tasks

|  |  |  |
| --- | --- | --- |
| Task | Assigned to | Status |
| Update Sprint 1 & 2 | Max & Luke | Ongoing |
| Finalising Database usage | Alice and Aarond | Ongoing |
| Administration functionality | Alice and Aarond | Ongoing |

Discussion Points

* Sprint 2 Plan finalisation
* Discuss Database usage throughout website
* How user information will be saved
* Administration page starting

Assigned Tasks (Due Week 11)

|  |  |
| --- | --- |
| Task | Assigned to |
| Sprint 1 and 2 updated | Max & Luke |
| Updates on Burnout Chart | Max & Luke |
| Continue with the website | Alice & Aarond |

# Meeting Minutes (Week 11)

Date: 10/10/17 Day: Tuesday Time: 12pm – 1pm

|  |  |
| --- | --- |
| Team Member | Status |
| Maxim Koh | Present |
| Aarond Dino | Present |
| Alice McKellar | Present |
| Luke Tran | Present |

Progress on Tasks

|  |  |  |
| --- | --- | --- |
| Task | Assigned to | Status |
| Update Sprint 2 Finalisation | Max & Luke | Ongoing |
| Admin Functionality Final | Alice and Aarond | Ongoing |
| Burndown chart update | Luke | Ongoing |

Discussion Points

* Finalise what admin privileges are
* Discuss how administration accounts will visually appear as
* Discuss how administration will be able edit the website

Assigned Tasks (Due Week 12)

|  |  |
| --- | --- |
| Task | Assigned to |
| Sprint 2 finalised and updated hours | Max & Luke |
| Updates on burndown chart | Max & Luke |
| Continue with the website | Alice & Aarond |

## Meeting Minutes (Week 12)

Date: 17/10/17 Day: Tuesday Time: 12pm – 1pm

|  |  |
| --- | --- |
| Team Member | Status |
| Maxim Koh | Present |
| Aarond Dino | Present |
| Alice McKellar | Present |
| Luke Tran | Away |

Progress on Tasks

|  |  |  |
| --- | --- | --- |
| Task | Assigned to | Status |
| Updating of Class Diagram | Max | Ongoing |
| Final design of website | Aarond & Alice | Ongoing |
| Updating sitemaps to website | Luke | Ongoing |

Discussion Points

* Functionality of website is working (90%)
* Peer reviews observation
* Presentation of website

Assigned Tasks (Due Week 13)

|  |  |
| --- | --- |
| Task | Assigned to |
| Final presentation of website | ALL |
| Final updates on burndown chart | Luke |
| Acceptance Testing of website | Alice & Aarond |