**TEAM DEVELOPMENTALITY**

**Deliverables Discussions**

**May 18, 2023**

**Moderator:** Mikedale B. Dellera

**Minutes Taker:** Princess Joy H. Ferrer

ATTENDANCE:

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name | Duration | Email | Role |
| Princess Joy Ferrer | 56m 9s | phferrer@student.apc.edu.ph | Presenter |
| Jakerson Bermudo | 56m 1s | jbbermudo@student.apc.edu.ph | Organizer |
| Carl James Garcia | 55m 56s | cagarcia@student.apc.edu.ph | Presenter |
| Mikedale Dellera | 54m 51s | mbdellera@student.apc.edu.ph | Presenter |
| Wilkins Caducio | 54m 45s | wvcaducio@student.apc.edu.ph | Presenter |
| Rark Mowen Alcantara | 42m 31s | rlalcantara@student.apc.edu.ph | Presenter |

**AGENDA**

1. For Open Project Adding Budget and Units

The process of adding budget and units was discussed. The following points were covered:

- Additional nets and requests

- Units and budget allocation

- Defining the number of hours per user for the project

- Allocating hours for the entire project

- Updating the budget for each user (All)

- Choosing hardware options (All)

4. Creating Budget

The steps for creating a budget were explained. The following points were covered:

- Clicking on "Create"

- Reviewing the unit and labor budget

5. Work Packages and Time Tracking

The process of logging hours and units for work packages was discussed. The following points were covered:

- Selecting a work package

- Logging hours spent on activities

- Saving the logged hours

- Choosing the budget balance and unit costs

- Reviewing spent units and labor costs

7. GitHub Commit and Deliverables

The requirement of a GitHub commit for every deliverable was discussed. The team were reminded to commit their work and ensure that the deliverables were properly documented or coded.

8. Hosting and Coordination

Discussion took place regarding hosting and coordination. The following points were covered:

- Coordination with the person responsible for hosting