Date: 17. May. 2021
Attendantees:
> Urs
> Kate
> Marc
> Sukret
> Charles (Absent)

Team Name: BlueOrchid

Morning/General Meeting Location

Group Table

Mission Statement

We are an innovative team creating a multi-page website for the Blue Orchid Rare Plants Society which will be accessible on desktop and mobile platforms.

Team Roles

Captain (Team Leader):   Marc
- Manage personnel, keeping team on track to finish within schedule.
- Arrange meetings and agendas
- Monitor progress
- Solve minor interpersonal conflicts and backup issues
- Provide executive decisions on task management
- Liaise with Product Owners (Instructors)
- Ensure that final product is fit for release (debugging, testing, etc.)

First Mate (Senior Developer):   Kate
- Second-in-command, aware of progress and issues as they come up
- Manage questions and concerns in production team regarding coding
- Provide assistance in managing schedule, task assignment, and identifying backups

Scribe (Admin):   Urs
- Take detailed notes of meeting points and agenda
- Collect scans or electronic copies of Mockups, Meeting Notes, daily scrum board progress *and* maintain them on a shared electronic drive.

Ballistics Expert (Tech Support): Kate
- Manage github or other electronic repository for team codes.
- Ensure that code stored is the most current and correct version, update as necessary.

Navigator (Scheduler):   Urs
- Confirm and track product due date and expectations of meeting it.
- Communicate progress of tasks and estimated times of completion to team leader.

Design Consultant: Urs/Kate/Sukret
- Collect ideas and opinions for the website's design.
- Oversee the mockup process and ensure
- Provide a coherent "voice" to the website's overall look and design.
- Ensure that final product meets the agreed upon style format.

Asset Management: All
- Collect images, table data, and various media for use on website.
- Store them in centralized location and provide to Ballistics for online storage.

Jr. Developer(s):   Sukret, Charles

Mate System: Kate –> Urs → Sukret → Marc → Charles → Kate

Basic Schedule

First Meeting
>Role Assignment
>Statement of Goals
>Schedule Agreement

Research and Development
>Create shared repository
>Concept exploration
>Asset (image, links, data, media) collection
>Presentation of findings
>Scrum Board creation

Design
>Thumbnail design
>Wireframe / Mockup
>Logo design
>Color Palette
>Create basic framework

Coding
>Go Time! Create! Excel!
>Tim Gunn says, "Make it work!"

Testing
>Debugging
>Test links
>Test mobile compatibility
>Group review

Final Meeting
>What are you proud of?
>What went good?
>What went bad?
>What would you change?

Filing
>Ensure final changes are saved onto repository
>Ensure meeting notes, thumbnails, and other documents are saved onto drive

Presentation
>Product Release

Daily Meetings:
18. Mai, 8:45 a.m. to 9:00 a.m.
19. Mai, 8:45 a.m. to 9:00 a.m.
20. Mai, 8:45 a.m. to 9:00 a.m.
25. Mai, 8:45 a.m. to 9:00 a.m.

Statement of Goals
We, as a group, hope to create a product of which we are proud with a work experience that is fun and challenging. We will show each other respect and kindness. We will not be afraid to ask for help. We will not criticize without contributing. We will search for solutions to problems as they come up, both technical and interpersonal. We will begin this project with the end in mind.

Standard Code of Conduct for Opportunity applies.

Personal Goals
Urs – To learn from the group
Sukret – Reach a level of understanding for the code
Marc – To further stimulate my interest
Kate – To do a good job