# Meeting Minutes

## 5/11/2019 Meeting Minutes

**Attendance**

* Brandon Price.
* Kyer Potts.
* Brandon Price.

**Agenda Items**

* Team name (BKL Development).
* Communication media (Discord).
* Source Control (GitHub, with an addition Outlook account for account verification).
* Front end (HTML, CSS & Bootstrap).
* Back end (XAMPP, PHP & MySQL).
* Documentation templates and standards.

## 6/11/2019 Meeting Minutes

**Attendance**

* Brandon Price.
* Kyer Potts.
* Luke Gough.

**Agenda Items**

* Decided Sprint One team roles.
  + Scrum Master – Kyer Potts.
  + Programming – Luke Gough.
  + Testing – Brandon Price.
* Configure and code Sprint One prototype.
* Outline and write base and Sprint One documentation.
  + Agile Project Plan.
  + Analysis Report.
  + Meeting Minutes.
  + Multi-Platform Report.
  + Software Development Master Document.
  + Software Requirements Specification (SRS).
  + Software Testing Plan.
  + Source Control Snapshot.

## 12/11/2019 Meeting Minutes

**Attendance**

* Kyer Potts.
* Luke Gough

**Agenda Items**

* Update of Agile Project Plan.
* Update Software Development Master Document.
* Update Source Control.
* Review and demonstration of Sprint Two prototype to client.
* Discussion about missing documentation (Software Testing Plan) due to Brandon Price being absent.
* Decided Sprint Two team roles.
  + Scrum Master – Luke Gough.
  + Programming – Kyer Potts.
  + Testing – Brandon Price.
* Update configuration and code of Sprint One to match Sprint Two’s requirements and create Sprint Two’s prototype.
* Update documentation with Sprint Two requirements.
* Outline and write Sprint Tow documentation.
  + Performance Report.
  + Software Review Plan.
* Update Sprint One documentation as required.

## 19/11/2019 Meeting Minutes

**Attendance**

* Brandon Price
* Kyer Potts
* Luke Gough

**Agenda Items**

* Decided Sprint Two team roles.
  + Scrum Master – Brandon Price.
  + Programming – Brandon Price.
  + Testing – Luke Gough
  + Documentation – Kyer Potts.
* Update Documentation
* Review and demonstration of Sprint Three prototype to client.
* Update configuration and code of Sprint One to match Sprint Two’s requirements and create Sprint Two’s prototype.

## 26/11/2019 Meeting Minutes

**Attendance**

* Brandon Price
* Kyer Potts
* Luke Gough

**Agenda Items**

* Software Review Plan.
* WCAG standards
* Colour Theme
* Update Documentation
* Review and demonstration of handover to client.