IFB299 Meeting

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| Minutes | July 31, 2017 | 2:00 - 4:00 pm | QUT Library |

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| Meeting called by | Whole group |
| Type of meeting | In person |
| Facilitator | Sarah Deriche |
| Attendees | Sarah, Ben, Will, Josh |

## Agenda topics

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| Discussion | Work on Team Agreement | | |
| Brainstorm set of features | | | |
| Assign scrum roles | | | |
| Decide on meeting times and dates | | | |
| Conclusions |  | | |
| * All expectations of the meeting were met and plans to hold daily online scrum meetings were discussed ideally with one in person meeting every Monday. | | | |
| * SCRUM master assigned as well as other roles, and Team Agreement Guide was finalized and signed by all members | | | |
| Action items | | Person responsible | Deadline |
| Set up github repo | | Ben | - |
| Create and upload google drive doc | | Sarah | - |
| Come up with Dev features | | Will and Josh | - |
| Come up with Client features | | Sarah and Ben | - |

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| Special notes | Everyone contributed and shared their opinions during the meeting. |