Battleship Project Meeting |Minutes

## Meeting date | time 5/4/2018 | 3:30pm | Meeting location Swinburne University EN310

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| |  |  | | --- | --- | | Meeting called by | Pasindu Ashen Devinda Wijayapura | | Type of meeting | Battleship Project Meeting | | Facilitator | Pasindu Ashen Devinda Wijayapura | | Note taker | Carey McManus | |  |  | | Attendees:  Endru Joshua Quang Huy Bach |
|  |  |

# Agenda topics

## Time allotted | 10 Minutes | Agenda topic Decisions to be Made |

Discussion around decisions to be made to start the project.

* What project are we doing?
* Who is going to take on what role in the project?
* What language are we going to be using?

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| --- | --- | --- |
| Decisions | Person responsible | Deadline |
| The project will be making an app to easily find team members for group projects |  |  |
| Role of ‘Product owner’  Role of ‘Team Leader’  Role of ‘Team Member’ | Endru  Carey  Huy and Ashen |  |
| C# will be the language used for project |  |  |
|  |  |  |

## Time allotted | 5 Minutes | Agenda topic Tasks | Presenter Carey

What tasks need to be undertaken before next meeting

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| --- | --- | --- |
| Action items | Person responsible | Deadline |
| Email tutor Musfique with a description of the project and who is involved | Endru | 7/4/2018 |
| Email Subject Coordinator Bao to lock in project | Endru | 9/4/2018 – 4:30pm |
| Create a Vision Board and Document outlining the vision of the project | Everyone | 12/4/2018 |
| Send a draft of the Vision document to Musfique for feedback | Everyone | 12/4/2018 |