Course name: Agile Software Projects

Tutor group number:

Team number: 19

Team meeting date: 09/12/2020

Team members present: Colin, Cameron, Antonio, Arman

Team members absent:

|  |  |  |  |
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| **Agenda item/Time** | **Description** | **Discussion** | **Action Points** |
| Team members to present and go over their progress so far in their respective areas (30 mins) | Each team member to present to the team their progress in their area for the week. |  | Arman   * Gantt chart created * Send weekly work logs to be filled into the chart * Contingency – have weekly discussions about any problems, and discuss progress for that week   Colin   * Early working prototypes created for the minimum viable product * Basic wireframes created for the aesthetics of the website   Cameron   * Wireframe and structure created for the specification * Headings for each main topic and bullet points covering key aspects of each topic |
| Feedback to be given on team members process (10 mins) |  |  | Arman   * Excellent progress so far * Good idea of submitting weekly logs   Colin   * Early prototypes are very good * Keep iterating on prototypes * Wireframes are promising   Cameron   * Good structure for the specification. Covers all aspects of the rubric |
| Discuss overall project so far and any problems expected in the near future |  |  | All members are happy with current progress and no immediate problems expected in near future |
| Discuss the compilation of separate parts into a deliverable midterm |  |  | Add all separate parts |
| Discuss what each member will work on over the next week |  |  | Colin   * Keep on iterating on prototyping * Package peer review submission for week 8   Arman   * Adding in progress from last week and for the future week   Cameron   * Continue to fill out the specification   Antonio   * Continue with market research |

Example of meeting notes:

This meeting managed to:

1. Discuss current progress of each team member
2. Provide some feedback on the work of each team member
3. Create next steps for each team member in their area of work
4. Discussed how we will compile each members work into a midterm deliverable