Course name: Agile Software Projects

Tutor group number:

Team number: 19

Team meeting date: 18/11/2020

Team members present: Colin, Antonio, Cameron, Arman

Team members absent:

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| **Agenda item/Time** | **Description** | **Discussion** | **Action Points** |
| Go through team rules template as a group (10 minutes) | Go through the team rules template as a team, discuss and agree on rules going forward. |  | Team rules completed with input from all team members. |
| Discussion of ideas for the project, and agree on which to pursue (10 minutes) | Discuss the various ideas proposed by group members, debate the strengths and weaknesses of each one and decide as a team which project to pursue for the final product. |  | Discussed the projects proposed. Decided to pursue the module grade calculator for the final product. |
| Definition of project (10 minutes) | Formally define the project, what it should do, some potential features it might have, technical specifications and requirements. |  | Module calculator where the student inputs data regarding individual modules, and the calculator calculates grades needed in future exams or modules to achieve the desired graded based on weightings and previous grades. |
| Minimum viable product (5 minutes) | Discuss the minimum viable product that should be produced. This is the smallest point in the project in which a finished product can be produced. |  | Module calculator. Input actual grade, desired grade and weight for a single module. It tells you what grade you need in the final in order to achieve desired grade. |
| Tools to use (5 minutes) | Discuss version control, languages to be used in the project. |  | GitHub for version control  HTML/CSS/JavaScript |
| Next week meeting and further actions: SWOT, STEEPLE, and research questions | Actions to be completed over the next week, as well as a starting framework for next week’s meeting to consider |  |  |

This meeting managed to:

1. Discussed and formalised team rules.
2. Discussed project propositions and decided on a final project to pursue.
3. Defined the product formally.
4. Defined the minimum viable product to be produced.
5. Discussed tools which we will use, for example, version control and programming languages.
6. Set out work to be carried out over the next week. Each member will define some research questions, either for market research or for user research. Carry out these research questions and present findings in a word document for next meeting.
7. Discussed basic framework of next weeks meeting to consider.