CUBIXEL

Meeting 22 |Minutes

Meeting date | time *21/10/19 | 11:00 |* **Meeting location** Google Hangouts

		Attendees
Meeting called by	Whole Team	Daniel Bishop (dmb537)
Type of meeting	Weekly Scheduled	Oliver Clarke (odjc500)
Facilitator	Oliver Still	James Gardner (jadg502)
Note taker	James Gardner	Stijn Marynissen (sm2174)
Timekeeper	James Gardner	Che McKirgan (cwjm501)
		Cameron Smith (cs1869)
		Oliver Still (os705)
		Eric Walker (ew1150)

AGENDA TOPICS

Time allotted | *15 |* **Agenda topic** *How We Work Remotely |* **Presenter** *Oliver Still*

Discussion: There is a new section in the QA Manual that is covering disasters. Such as having to work remotely. One of the risks covered is national lockdown due to pandemic.

Working Remotely:

Meetings online now twice a week. Monday morning for setting up tasks and then thursday to deal with end of iteration and mid week check up. An agenda will be sent around via google docs prior to the meeting for people to write things they wish to talk about.

Only communicate during working hours.

Daily logs of work done
https://docs.google.com/document/d/1UoxLxdoGk54coTCkKp6ua9c_hubeAf0A97k5pXFMSyQ/edit

Can't pair-program so stories can be split up or assigned to one person. There is a little more scope to split big user stories up.

#	Action items	Person responsible	Deadline
1	**Everyone update logs on work.**	**All**	**N/A**
2	**Keep clockify updated.**	**All**	**N/A**

Time allotted | *20 |* **Agenda topic** *User Stores |* **Presenter** *Oliver Still*

Discussion: Talking through user stories and discussing if they need splitting up or passing to a single person.

#	Action items	Person responsible	Deadline
3	**Add the final user stories to trello. Complete their requirements**	**All**	**2/03**

Extra Notes:

#	Action items	Person responsible	Deadline
3	**Add the final user stories to trello. Complete their requirements**	**All**	**2/03**