Meeting 17 |Minutes

Meeting date | time *17/02/20 | 11:00 |* **Meeting location** *Library LMO 225*

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

AGENDA TOPICS

Time allotted | *0 |* **Agenda Topic** *Discuss Previous Meetings Actions |*

Discussion: To address any actions from previous meeting and check all tasks are progressing on track. Address any issues that have arisen over the week.

Conclusion: Nothing from last week.

Time allotted | *5 |* **Agenda topic** *GitHub Cubixel Repo |* **Presenter** *James Gardner*

Discussion: Inform everyone that repository for the project has now been moved to the Cubixel company page. No more commits should be done to the repo on James' GitHub. The original repo will be removed on Wednesday morning.

Conclusion: Closing

#	Action items	Person responsible	Deadline
1	Everyone should clone the new repo to their machine before Thursday.	All	20/02

Time allotted | *10 |* **Agenda topic** *Iteration 1 |* **Presenter** *James*

Discussion: Has everyone got the program running on their machine? Everything should be set up so that when we start on Thursday we aren't doing any admin and can just get straight into programming.

Any new features you want to begin working on during the iteration or beforehand will need a user story written for them. If it fits under your user story title you can add it to the requirements. Or create a new user story. Always discuss this with the technical managers and or project manager.

There are still some tests that need writing for the Iteration 0, the final commit of that branch into the development and main branch will happen on Wednesday so that every pair's own story branches can be created on Wednesday also.

Conclusion: GitHub Repo https://github.com/cubixel/TutorPoint

#	Action items	Person responsible	Deadline
2	Finish the tests for iteration 0.	Che, Dan, James	19/02

Time allotted | *30+* **| Agenda topic** *Presentation Practice* **|**

Discussion: Run throughs of the presentation till we can't stand it anymore and all fall out.

Conclusion: Closing

#	Action items	Person responsible	Deadline
3	Meeting later today 170220 for a final run through at 16:00 3rd floor.	All	17/02

Extra Notes:

Oliver Still (os705) previously agreed to be absent due to an interview.