

## Appendix A: Team GiveMeFive Agenda

The document records the agendas of the meeting occurring in Week 11.

- F.      Date: 07/10/2018  
Attendees: Whole team  
Place: Law school  
Theme: Acceptance Testing  
Planned length: 3 hours

<i>Topics</i>	<i>Principal</i>
1. Progress Review	Project Manager
2. Define the Scope of Testing Acceptance	IT staff
3. Define testing acceptance criteria	IT staff
4. Design Form-Based Testing	IT staff
6. Design Functional Testing	IT staff
7. Task Assignment	Project Manager

- Date: 9/10/2018  
Attendees: Whole team  
Place: Law school  
Theme: Final Modification & Management Review  
Planned length: 2 hours

<i>Topics</i>	<i>Repsonsor</i>
1. Progress Review	Project Manager
2. Final Modification	IT staff
3. Discuss the Presentation	Whole Team
4. Management Review	Project Manager
5. Task Assignment	Project Manager

