# Team Meeting

Date | time 14/10/2016| Location LDC3035

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| |  |  | | --- | --- | | Meeting called by | None | | Type of meeting | Task planning meeting | | Facilitator | Nay Myat Min | | Note taker | Liem Nguyen Duc | | Timekeeper | Liem Nguyen Duc | | Attendees: Nay, Fong, Abishek, Murali, Liem  Please read: -  Absentee: |

## Agenda Items

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| |  |  |  | | --- | --- | --- | | Topic | Presenter | Time allotted | |
| |  |  |  |  | | --- | --- | --- | --- | |  | Submission and Teacher feed back | Whole group | 5 mins | |  | Project Solution and task list for Solution | Liem | 5 mins | |  | Team Performance isn’t up to expectation | Liem | 10 mins | |

## Discussion

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| |  |  |  | | --- | --- | --- | | Topic | Presenter | Note | |
| |  |  |  |  | | --- | --- | --- | --- | |  | Submission and Teacher feed back   * Code of conduct didn’t follow Bsc standard * Still need assignment’s task list. * Needs discussion section for meeting minutes | Whole group | More feedback will be available after teach go through submission | |  | Project Solution and task list for solution   * A solution to West Newcastle Academy Technology system is needed in order to carry out task list of assignment * The team will have to go through each requirement and provide solution. | Liem |  | |  | Team Performance isn’t up to expectation   * Murali and Abhishek is lagged behind in task completion. * Delayed in assignment’s task list * Delayed in meeting minute’s submission. * Only Nay, Liem, Fong is keeping up to the plan. | Liem | Nay has been doing Murali and Abhishek’s tasks to keep up with schedule. | |

## Action taken

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| |  |  |  | | --- | --- | --- | | Topic | Assigned to | Deadline | |
| |  |  |  |  | | --- | --- | --- | --- | | ☐ | Submission and Teacher feed back   * Correct code of conduct up to Bcs standard. * The team will work on assignment task list and gantt chart for next Thursday submission. | - Nay, Fong  - Whole team | 20th Oct 2016 | | ☐ | Project Solution and task list for solution   * Project Requirement for each stake holder must be listed before solution/ task listing on assignment. * The task listing/ solution listing will be done according to stake holders:   + Children  + Teaching staff  + Administration  + All stake holders  + Technical staff  + Governors  + Parents/ Care Takers.  + Catering Staff | - Liem.  - Liem.  - Liem.  - Nay.  - Nay.  - Fong.  - Fong.  -Abhishek.  -Murali. | 18th OCT 2016 | | ☐ | Team Performance isn’t up to expectation   * Lighten work load for who lagged behind. * Team will try to finish the next task on time * Minutes meeting will be transfer to Liem. | -Abhishek/ Murali  -Whole team  -Liem. | - | |

## Other Information

Next meeting [17th Oct 2016]

Special notes: Read the two papers in project document before providing solutions.