12/4/2020

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[company name]

Minutes Document

[Document subtitle]

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# Introduction

Within this document the team wishes to keep track of specific parts members worked on, whether members faced any issues and whether it has been solved. Further the Document holds in any improvement the group wishes to implement, how individuals may feel of their progress. Further a general overview of what has been discussed within the meeting will be added.

## Section Meanings

* **Date & Time:** Indicates when the meeting took place, which date and at what time
* **Meeting minutes:** Items discussed within the meeting, mention briefly
* **Group Member:** Name of the member within the group that is filling out one of the forms
* **Worked On:** In a list describe briefly with a title what the individual has worked on
* **Complete:** Whether the task given has been completed by or before the meeting
* **Issues:** Whether the individual faced any difficulties with the task
* **Description of Work:** Describe with a bit more detail of the worked-on items
* **Issues Faced:** Mention any difficulties faced, with possibility if the issues still exist or have been resolved
* **Progress & Self Reflection:** Give a brief description of the individual’s progress, whether they feel they made enough progress or wished they had done more.   
  Self-Reflection: <Optional> In the task what went well and what could possibly be improved
* **Group Changes:** If the induvial wishes that certain aspects should change within the group, e.g. how things should be managed, more meetings, work division …
* **Member Feedback:** <Optional> Positive or something another member may need to work on, possibly where a member feels that something is lacking
* **Overall Contentment with the Group:** How happy the individual is with the group, using an integer value from 0 to 10, whereby 0 is utterly unhappy, 6 happy and 10 truly happy and nothing should change  
  <Optional> if a 6 or below, please state why and what changes should possibly be made

## Guidelines

**Important:** Individuals should have their sections/tables completed at the latest 24 hours before the meeting date, thereby a discussion could be formed as well as possible changes, whereby group members have a chance to review any work and create a discussion whether some changes are reasonable and could possibly be implemented.

# Meeting 1

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | Friday 4/12/2020 | Time: | 21:15 – 22:15 |

|  |  |
| --- | --- |
| Meeting Minutes | Startup of Project  Created Documentation and discussed possible ideas  Looked into possibilities and learning outcomes  Compared standard Web Development vs RESTful API |

|  |  |  |  |
| --- | --- | --- | --- |
| Group Member | Worked on | Complete? Y/N | Issues? Y/N |
| Dutch994 | Documents: Project Ideas, Project Plan, Minutes | N | N |
| Description of Work: | Created the necessary Start up Documents, to hopefully give a meaningful start towards a less chaotic project. | | |
| Issues Faced: | None | | |
| Progress & Self Reflection | NA | | |
| Group Changes: | NA | | |
| Member Feedback: | NA | | |
| Overall Contentment with the Group | NA | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Group Member | Worked on | Complete? Y/N | Issues? Y/N |
|  |  |  |  |
| Description of Work: |  | | |
| Issues Faced: |  | | |
| Progress & Self Reflection |  | | |
| Group Changes: |  | | |
| Member Feedback: |  | | |
| Overall Contentment with the Group |  | | |

# Meeting 2

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | 5/12/2020 | Time: | 22:00 – 23:30 |

|  |  |
| --- | --- |
| Meeting Minutes | Front-End: React.js  Back-End: RESTful-API C# .NET Core  Database: Research  Current Project minor restructuring  To-Do  SCRUM or Agile  Database Research  Ideas for Data-Model (ERD)  Project Plan  Front-End Design (Wireframes) & Content  Front-End Functionality Ideas |

|  |  |  |  |
| --- | --- | --- | --- |
| Group Member | Worked on | Complete? Y/N | Issues? Y/N |
| Dutch994 | Back-End  Front-End  Restructure | Y  Y  Y | N |
| Description of Work: | Setting up the Project with Back-End restructured and added Front-End side of the application.  In theory both applications will be able to communicate with eachother once domains have been set. | | |
| Issues Faced: | None | | |
| Progress & Self Reflection | Progress seems slow, still the beginning phase, apply research, make sure the documentation is in line with the project, thereby progress seems slow. | | |
| Group Changes: | None, currently not enough items to work with, to discuss changes. | | |
| Member Feedback: | None | | |
| Overall Contentment with the Group | NA | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Group Member | Worked on | Complete? Y/N | Issues? Y/N |
|  |  |  |  |
| Description of Work: |  | | |
| Issues Faced: |  | | |
| Progress & Self Reflection |  | | |
| Group Changes: |  | | |
| Member Feedback: |  | | |
| Overall Contentment with the Group |  | | |

# Meeting 3

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Time: |  |

|  |  |
| --- | --- |
| Meeting Minutes |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Group Member | Worked on | Complete? Y/N | Issues? Y/N |
|  |  |  |  |
| Description of Work: |  | | |
| Issues Faced: |  | | |
| Progress & Self Reflection |  | | |
| Group Changes: |  | | |
| Member Feedback: |  | | |
| Overall Contentment with the Group |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Group Member | Worked on | Complete? Y/N | Issues? Y/N |
|  |  |  |  |
| Description of Work: |  | | |
| Issues Faced: |  | | |
| Progress & Self Reflection |  | | |
| Group Changes: |  | | |
| Member Feedback: |  | | |
| Overall Contentment with the Group |  | | |

# Meeting 4

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Time: |  |

|  |  |
| --- | --- |
| Meeting Minutes |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Group Member | Worked on | Complete? Y/N | Issues? Y/N |
|  |  |  |  |
| Description of Work: |  | | |
| Issues Faced: |  | | |
| Progress & Self Reflection |  | | |
| Group Changes: |  | | |
| Member Feedback: |  | | |
| Overall Contentment with the Group |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Group Member | Worked on | Complete? Y/N | Issues? Y/N |
|  |  |  |  |
| Description of Work: |  | | |
| Issues Faced: |  | | |
| Progress & Self Reflection |  | | |
| Group Changes: |  | | |
| Member Feedback: |  | | |
| Overall Contentment with the Group |  | | |