

Meeting Minutes

Call to order

A meeting of **Team 98** was held **Online (Google Hangout)** as well as in the practical on **01/08/2017 and 02/08/2017**.

Attendees

Attendees included **Kurtis Mason, Matthew Swan, Gabor Molnar, Steve Nguyen** and **Justin Manche**.

Approval of minutes

Matthew Swan	<i>Matthew Swan</i>
Gabor Molnar	<i>Gabor Molnar</i>
Tuong Nguyen (Steve)	<i>Tuong Nguyen</i>
Justin Manche	<i>Justin Manche</i>

Reports / Completed work since last Meeting

Team 98 discussed throughout the week with the use of facebook group chat, and shared files through Google Drive. The developers completed there features list and the client completed their list as well. The lists were emailed by the respective parties and then they were merged by the client and set up into an excel spreadsheet to demonstrate the importance of each feature. The Team Agreement was also worked on by everyone, and was sent to the tutor and all group members by the SCRUM Master.

- Team Agreement by everyone
- Developer list of features
- Client required features
- Developers merged these features
- Client started a priority rating for each feature. Eg. High, Low

Unfinished business

We have completed all the required material for the week as specified in week 1 homework and workshop material.

New business

- Talk over the list of merged features between client and developers.
- Finalize the list of features.
- Start creating new user stories for Smart City.
- Flesh out and alter existing user stories.
- Deliver this to the client two days prior to the Practical class.

Announcements

New Team member has joined, Justin (developer).

We will be using GitHub to store and create our user stories.