1. Minutes of meeting:

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| Week | Date | Attendees | Discussion | Decision | Minutes |
| 1 | 18/10/2019 | All | - Gathering team member’s information and assigning their roles.  - Finding a medium for repository.  - Finding a medium for regular communication.  - Deciding which website to follow.  - Discussion on requirements.  - Product backlog structure is discussed.  - We will go through the user stories.  - Discussing which parts of the selected website will be designed.  - Discussion on workflow of the site.  - Discussion on prototype. | - Think and decide the technology to be used.  - Deciding GitHub to be used for repository.  - WhatsApp will be used for communication purpose.  - We will use the website of ABCnews.  - We will prepare user stories.  - Requirements are finalized.  - Design has been finalized.  - Functionalities are defined.  - Designer will produce a prototype.  - Developer will work on site development. | 15:15-16:45  90 minutes in total |
| 2 | 25/10/2019 | All | - Discussion on issues with the development if any exists. | - Issues were taken care of.  - Carry out the tests.  - Prepare a test log  - Getting feedback. | 15:05-16:35  90 minutes in total |
| 3 | 01/11/2019 | All | - Going through the developed site  - Discussion on test plan. | - Carry out the tests.  - Prepare a test log  - Getting feedback. | 15:00-16:00  60 minutes in total |
| 4 | 08/11/2019 | All | -Discussion on presentation  - Discussion on final details. | - Creating panopto presentation  - Submit Project. | 15:10-16:05  55 minutes in total |

**Total 295 minutes**