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## Oversight Meeting Minutes - 20/03/20

**8:03** – Meeting start

**8:05** – Make sure iteration plan links in wiki – free pass used this week

**8:10** – We are to update our journals each fortnight on Wednesday, the day before our meeting with Jim

**8:13** – Google Docs doesn't work with version control

**8:17** – Remedy is provide a Google Docs page on the wiki with links

**8:19** – Can export PDFs/Word Docs from Google Docs to repository – check this works initially
  – He wants a snapshot of where we are at, not an updatable link

**8:25** – In the iteration plans he likes clickable links to the completed task in the repository
  – likes to see sustained work throughout the session in the form of consistent commit activity to the repository

**8:27** – Wants web presence for small café- not a big café chain
  – finished project could be purchased by a local café
  – mobile app that connects to a server
  – Use the provided templates as a guideline, not a straight-jacket

**8:30** – Avoid assigning one type of work item consistently to one person
  – should be at least two people who are knowledgeable about one area
  – this mitigates risk should something happen to one team member

**8:33** – Qualify clauses in team charter that are a little open-ended

**8:34** – Jim mentions a "2 hour rule" – if a team member has genuinely tried to solve a problem for 2 – 3 hours without progress then notify the team and get help/ a fresh perspective

**8:36** – Don't let problems fester – let someone know well before due dates

**8:38** – People with strengths in certain areas should mentor other team members so others learn and the work is distributed. People shouldn't take on all the work of a certain type because they are good at it.

**8:40** – Jim talks about levels of commitment and differences in grades between team members. Grades can differ if some team members consistently put in more or less hours

**8:46** – Modify team charter to account for when work has to be redistributed – it can happen often

**8:47** – Some remedial things with strikes in the team charter are off-target. Strikes are for violations of the team charter

**8:49** – Jim's suggestion for 3 strike policy:
    1st strike – accidental or otherwise – support and counselling
    2nd strike – accidental or deliberate – stern warning
    3rd strike – not good enough – action: possible expulsion from the team

**8:51** – last line of 'At least You Tried' suggested as response to 1st strike

**8:55** – Iteration Plan:
    – Recognise that the 'Vision' relies in the NFR template so NFR's need to be completed before Vision template
    – Architecture relies on requirements – especially NFR's
    – Domain model can be a data model
    – Establish a risk list
    – Critical core use case is not needed until PMAS at the end of session

**9:00** – Everyone should revise how to create a Deployment Diagram

**9:10** – Mentions that our sponsorship of project is a risk

**9:13** – Barring a sponsor we can roleplay
  – We need to find our niche for the project app/website

**9:15** – Final mention is that our iteration jobs should be no more than 4 hours
  – Jobs should be such a length that they can be achieved in one sitting


**<u>Summary of Team Charter Suggestions</u>**:

- Avoid putting all eggs in one basket.

- At least 2 people who understand tasks, "team members can die but it doesn't affect the project.

- Spread workload out, keep it even, don't let anything concentrate too much.

- Don't waste huge amount of time solving an issue by yourself, get help. No good sitting on a problem for a week too embarrassed to mention anything.

- Use team members with high knowledge in an area.

- Get specific with potential obstacles. E.g. Jake has 5 subjects.

- 5 hours a week is minimum to expect a pass with.

- If team member fails to notify a problem it's a strike.

- Strikes are for violations of the team charter.

    - first strike accident. Support and Counselling.

    - that's not good enough. Warning.

    - we don't put up with this anymore. Action.

- At least you tried second instance needs updating, move its description to first instance.