

Team Nebular: NISM Project Meeting Minutes

Date & Time: Tuesday 11th May 18:00 BST

Duration: 2 hours

Location: Zoom, Meeting ID: Craigs Zoom account

To be issued by Friday 14th May

Attendees: Craig Watts (CWa), Dinko Isic (DI), Charlotte Wilson (CWi), Freya Basey (FB)

Apologies: N/A

Roles

Minute Taker: Craig Watts

Meeting Chair: Freya Basey

Meeting purpose

1. Project role assignment.
 - a. Technical Lead
 - b. Project Lead
 - c. Editing Lead
 - d. Testing Lead
2. Initial project planning – website build.
3. Seminar 2 team slides.
4. Review previous actions. Not reviewed but noted that they are all completed apart from 1.4 which is being carried over.

Notes

Roles discussed and assigned CWa- Technical Lead, FB Project Lead, CWi Editing Lead, DI testing lead.

CWa and DI to collaborate on technical artifacts.

Discussion on website build- required by Monday 17th May. Security checking of individuals websites

Discussion around Seminar requirements and ppt template created by Freya. Group activity in completing the ppt ready for the seminar.

Previous Meeting Actions

| No. | Action | Update |
|------------|---|---------------|
| 1.1 | Set up team Google Drive to enable document sharing. | Complete. |
| 1.2 | Email module tutor to confirm context of the website to be created. | Complete. |
| 1.3 | Set up team Kanban board using freely available software to track team tasks. | Complete. |

| | | |
|------|---|-----------|
| 1.4 | Perform initial investigation into website build options available through AWS Educate. | |
| 1.5 | Share preferred contact email address in the group WhatsApp chat. | Complete. |
| 1.6 | Share project team contract first draft with all team members. | Complete |
| 1.7 | Share meeting minutes with all team members. | Complete. |
| 1.8 | Review and sign contract first draft. | Complete. |
| 1.9 | Share final signed contract with module tutor. | Complete. |
| 1.10 | Share new Zoom meeting link for next meeting. | Complete. |

Regular Items

TBC

New Items

TBC

AOB

CWa created a Trello Kanban board and all members have access

Next meeting 18th May 1800 BST

Actions

| No. | Action | Owner | Due Date |
|-----|--|-------|------------|
| 1.4 | Perform initial investigation into website build options available through AWS Educate. | All | 15/05/2021 |
| 2.1 | Build websites and identify security errors and share URL by Saturday 15 th May | All | 15/05/2021 |
| 2.2 | Finish ppt pack for seminar | FB | 12/05/2021 |
| 2.3 | Trello board to be updated by CWa | CWa | 12/05/2021 |
| 2.4 | Meeting minutes completed and uploaded to Google drive | CWa | 14/05/2021 |

Key Decisions

| No. | Description |
|-----|---|
| 1 | Meeting roles to be rotated from minute take to meeting chair– next meeting Cwa meeting chair DI minute taker |
| 2 | Trello board to be used to monitor group work |