Course name: Agile Software Project

Team number: cm2020-agil-t3g1-i4y

Team meeting date: 2022-05-12

Team members present: KSL, DY, GAN, MCL

Team members absent: GR, AD

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| **Agenda item/Time** | **Description** | **Discussion** | **Action Points** |
| Agree on weekly meeting timing | MCL is in China so 4 pm GMT is midnight for him. | 3pm GMT |  |
| Agree on project idea(s) to further research | 1 - KSL: Bug tracking app with visualization and reminders based on the principle listed in https://www.joelonsoftware.com/2000/11/08/painless-bug-tracking/  2 - GAN – Protein intake tracking app which provides an accurate count for a food item.  3 - GR – A clothing that consolidates the sizes e.g. in Brazil, their sizes differs from boutiques to boutiques.  4 - DY – stock or commodity prediction app using sentiment analysis  5 - MCL – weight loss app, recommend diet | Team to vote on two idea(s) to move on for activity 3.403?  DY – 2, 4 GAN – 2, 4 KSL – 2/5, 4 MCL – 2, 5 |  |
| 3.403 Team activity and deliverable: writing research questions | **Task 1**  As a team, it is time to start thinking about the research questions you need to ask in relation to your project idea(s). As a team, you should discuss the following:  your main research questions and how you intend to answer them  the modalities and methodologies that are most useful for your area of interest  how will you document, share and disseminate this information.  **Task 2**  Prepare and share with the team:  a list of research questions  an outline of modalities and methodologies  a list of documents that will be shared and disseminated.  Make sure that you are all accountable for actioning these things. Remember to reflect as you go! |  |  |
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Example of meeting notes:

This meeting managed to:

1. Review what the team had done so far.
2. Discuss the current situation and decide on the next steps
3. Decide who is doing what.
4. Set clear action points so that everyone knows what they’re doing by when and it was all within the space of 1 hour.
5. In the next meeting the group would allocate time to discussing the market analyses, giving feedback, and deciding whether more work was needed or if the team could move on to the next stage. Notice that the team members were working to their strengths -- Sarah might be good at summarising and have good written English, while the team members doing market analyses might know a bit about the market they will be analysing. Speaking other languages is a particular bonus - it is much easier to analyse the Indonesian market if you can understand local publications rather than relying on international information in English.