C:\Users\mloughry\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\OG0115WC\CATME logo - Meeting Support - Web.tif **Team Minutes for KANEK**

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| **Team Members’ Names** |
| Kyle Janda |
| Kavin Abeysinghe |
| Eddie Ngo |
| *Anmol Kumar* |

**Meeting 1**

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| **Meeting Date:**  ***11/08/2021*** | **Start Time: *3:20* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance | *Anmol, Kyle, Eddie, Natasha – Kavin away today* |
| 2. Purpose of Meeting | *- To go through assignment/rubric - Discuss our business ideas and potentially generate an idea for a business - Determine feasibility of the business - Potentially divide tasks* |
| 3. Discuss work completed since last meeting. | *Team members report on what has been accomplished. Record notes of those reports here.* |
| 4. Summarize work completed during meeting | *- Decided on business idea – subscription box e-commerce business*  *- Established details on business idea* |
| 5. Review action items to be completed after meeting | *- Whole group is to have read through assignment specifications/rubric for Milestone 1 before next meeting – bring up any questions about it* |
| 6. Schedule next meeting | *Sunday evening 15/08 – Aiming to work on assignment/delegate tasks and discuss how we will complete it* |
| 7. Recording secretary | *Natasha 11/08 – Shared within Teams files* |

**Meeting 2**

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| **Meeting Date: 21/08/2021** | **Start Time: 3:00PM  End Time:  *3:55PM*** |
| 1. Attendance | *Anmol, Kyle, Eddie, Kavin* |
| 2. Purpose of Meeting | *- To go through assignment/rubric - Discuss technicalities regarding business idea*  *- Discuss website design and features - Divide tasks among members* |
| 3. Discuss work completed since last meeting. | *Business idea has been generated and confirmed with client (Tutor)*  *Discuss how the team will operate upon one of our team members (Natasha) leaving the group due to her taking the semester off* |
| 4. Summarize work completed during meeting | *- Slightly changed business idea to be more specific – subscription based “goodies” box from local cafes*  *- Discussed technicalities with service*  *- Divided tasks among team members*  *- Kyle – Business details*  *- Anmol – Business details*  *- Kavin – Business feasibility*  *- Eddie - Competition* |
| 5. Review action items to be completed after meeting | *- Tasks assigned should be completed by 29/08/2021*  *- Meet on Wednesday for a status update* |
| 6. Schedule next meeting | *Wednesday 25/08/2021* |
| 7. Recording secretary | *Kavin 21/08/2021* |

**Meeting 3**

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| **Meeting Date:**  ***25/08/2021*** | **Start Time: *03.03 PM* End Time: *04.03 PM***  **Summary of Meeting** |
| 1. Attendance | *Anmol, Kyle, Eddie, Kavin* |
| 2. Purpose of Meeting | *Progress update*  *Discuss any issues members had with their tasks* |
| 3. Discuss work completed since last meeting. | *- Hosting services were discussed in detail.*  *- Who our competitors are going to be, was also discussed.* |
| 4. Summarize work completed during meeting | *- Details regarding the boxes that will be listed on the website was discussed.*  *- A separate page for users to buy individual, one time purchase products should be added to website as well*  *- Pricing for boxes was also touched upon* |
| 5. Review action items to be completed after meeting | *- Tasks assigned should be completed by 29/08/2021*  *- Meet on Sunday (29/08/2021) to discuss assigned tasks and start design process.* |
| 6. Schedule next meeting | *Sunday 29/08/2021* |
| 7. Recording secretary | *Kavin 25/08/2021* |

**Meeting 4**

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| **Meeting Date:**  ***29/08/2021*** | **Start Time: *3.30 pm* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance | *Kyle, Eddie, Kavin* |
| 2. Purpose of Meeting | *Progress Update* |
| 3. Discuss work completed since last meeting. | *Business Feasibility, Business Model, Potential changes to services that can be offered* |
| 4. Summarize work completed during meeting | *Quick discussion regarding work completed and updating members on work to be completed as well* |
| 5. Review action items to be completed after meeting | *- Meeting at 5.00pm on 30/08/2021* |
| 6. Schedule next meeting | *Monday 30/08/2021* |
| 7. Recording secretary | *Kavin 29/08/2021* |

**Meeting 5**

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| **Meeting Date:**  ***30/08/2021*** | **Start Time: 5.00pm End Time: 6.30pm**  **Summary of Meeting** |
| 1. Attendance | *Kyle, Eddie, Kavin, Anmol* |
| 2. Purpose of Meeting | *Check progress, discuss Website Features + Design* |
| 3. Discuss work completed since last meeting. | *Progress update on tasks assigned to members*  *Finalized all work assigned to members* |
| 4. Summarize work completed during meeting | Finalized website features and number of web pages  Decided on Name for Company  Finalized Business Feasibility costs  Started work on balsamiq wireframes |
| 5. Review action items to be completed after meeting | *Continue work on assigned pages on balsamiq*  *Add in all research into presentation slides* |
| 6. Schedule next meeting | *Thursday 02/09/2021* |
| 7. Recording secretary | *Kavin 30/08/2021* |

**Meeting 6**

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| **Meeting Date:**  ***02/09/2021*** | **Start Time: *5.00pm* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance | *Kyle, Eddie, Kavin, Anmol* |
| 2. Purpose of Meeting | *Quick update on team progress* |
| 3. Discuss work completed since last meeting. | *Filling in presentation slides with work done by each member* |
| 4. Summarize work completed during meeting | *Discuss work completed since last meeting*  *Review presentation slides and check work left before submission of Milestone 1* |
| 5. Review action items to be completed after meeting | *Fill in rest of the Powerpoint Slides*  *Finish rest of Balsamiq wireframes* |
| 6. Schedule next meeting | *Tuesday 07/09/2021* |
| 7. Recording secretary | *Kavin 02/09/2021* |

**Meeting 7**

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| **Meeting Date:**  ***07/09/2021*** | **Start Time: *5.00pm* End Time: *6.25pm***  **Summary of Meeting** |
| 1. Attendance | *Kyle, Eddie, Kavin, Anmol* |
| 2. Purpose of Meeting | *Finalize all tasks assigned to all members*  *Finish all wireframes and add to presentation*  *Go through all slides of presentation and make necessary changes* |
| 3. Discuss work completed since last meeting. | *Added all necessary sections into presentation*  *Finished almost all wireframes assigned to all members* |
| 4. Summarize work completed during meeting | *Made changes to look of presentation and made adjustments to content*  *Finished all wireframes and added to presentation*  *Came up with company logo* |
| 5. Review action items to be completed after meeting | *Review all slides and prepare for presentation*  *Practice presenting relevant slides to each team member* |
| 6. Schedule next meeting | *Wednesday 08/09/2021* |
| 7. Recording secretary | *Kavin 07/09/2021* |

**Meeting 8**

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| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| **Meeting Date:**  ***12/09/2021*** | **Start Time: *5.00pm* End Time: *6.25pm***  **Summary of Meeting** |
| 1. Attendance | *Kyle, Eddie, Kavin, Anmol* |
| 2. Purpose of Meeting | *Finalize all tasks assigned to all members*  *Finish all wireframes and add to presentation*  *Go through all slides of presentation and make necessary changes* |
| 3. Discuss work completed since last meeting. | *Added all necessary sections into presentation*  *Finished almost all wireframes assigned to all members* |
| 4. Summarize work completed during meeting | *Made changes to look of presentation and made adjustments to content*  *Finished all wireframes and added to presentation*  *Came up with company logo* |
| 5. Review action items to be completed after meeting | *Review all slides and prepare for presentation*  *Practice presenting relevant slides to each team member* |
| 6. Schedule next meeting | *Wednesday 08/09/2021* |

**Meeting 9**

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| **Meeting Date:**  ***12/09/2021*** | **Start Time: 5.00 pm End Time: 5.45pm**  **Summary of Meeting** |
| 1. Attendance | *Kyle, Eddie, Kavin* |
| 2. Purpose of Meeting | *Discussing website templates to be used for Milestone 2 and 3* |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting | *Searched and found a suitable website template for our website*  *Set up github repo to collaboratively work on the website* |
| 5. Review action items to be completed after meeting | *Join github and pull project and go through template to see what can be done* |
| 6. Schedule next meeting | *Tuesday 14/09/2021* |
| 7. Recording secretary | *Kavin 12/09/2021* |

**Meeting 10**

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| **Meeting Date:**  ***14/09/2021*** | **Start Time: *5.30pm* End Time: *6.05pm***  **Summary of Meeting** |
| 1. Attendance | *Kyle, Eddie, Kavin, Anmol* |
| 2. Purpose of Meeting | *Discuss and assign tasks with regards to website development* |
| 3. Discuss work completed since last meeting. | *Set up GitHub and pulled changes with selected template*  *Went through template to see how to adapt it to our business idea* |
| 4. Summarize work completed during meeting | *Delegated tasks to each member to work on for Milestone 2*  *Chose colours to use as colour scheme for website and discussed changes to make to template to suit better to our planned website* |
| 5. Review action items to be completed after meeting | *Work and finish delegated tasks for website development*  *Finish CATME if not already finished* |
| 6. Schedule next meeting | *Saturday 18/09/2021* |
| 7. Recording secretary | *Kavin 14/09/2021* |

**Meeting 11**

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| **Meeting Date:**  ***18/09/2021*** | **Start Time: *5.00pm* End Time: *6.25pm***  **Summary of Meeting** |
| 1. Attendance | *Kyle, Eddie, Kavin, Anmol* |
| 2. Purpose of Meeting | *Status check on members with regards to website progress* |
| 3. Discuss work completed since last meeting. | *Worked on web pages assigned to each member* |
| 4. Summarize work completed during meeting | *Discussed problems faced by members in making website*  *Showed team members individual progress of each member* |
| 5. Review action items to be completed after meeting | *Make sure to finish all assigned tasks by the next meeting* |
| 6. Schedule next meeting | *Tuesday 21/09/2021* |
| 7. Recording secretary | *Kavin 18/09/2021* |

**Meeting 12**

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| **Meeting Date:**  ***21/09/2021*** | **Start Time: 1.00pm End Time: *6.25pm***  **Summary of Meeting** |
| 1. Attendance | *Kyle, Eddie, Kavin, Anmol* |
| 2. Purpose of Meeting | *Make final adjustments to website*  *Run through website and make sure everything is functional*  *Discuss presentation strategy* |
| 3. Discuss work completed since last meeting. | *Finished all assigned webpages*  *Fixed all bugs that existed before* |
| 4. Summarize work completed during meeting | *Made final adjustments to all web pages*  *Made sitemap*  *Added login and logout functionality to all pages*  *Discussed how to carry out presentation* |
| 5. Review action items to be completed after meeting | *Get all files required for submission ready*  *Practice presentation* |
| 6. Schedule next meeting | *Sunday 26/09/2021* |
| 7. Recording secretary | *Kavin 21/09/2021* |