Friday Team Meeting Minutes

**Subject:** Friday Team Meeting

**Project Name:** Benchmark Commercial AI product for Medical Imaging Services Provider

**Prepared by:** Bronte Lee

**Mode:** Zoom

**Date:** 11/8/2022

**Time:** 11:05am – 12pm, extended to 12:10pm

**Attendees:** Bronte, Kiran, Benjamin (left 12pm – another class), Andersen, Edward, Zheyuan, Cailin,

**Absent:** Nil

| Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| --- | --- | --- | --- | --- |
| XP Tutorial Task | The team reviewed the task and decided it was complete. | n/a | All | Submit to Bitbucket |
| Team Structure | Supported Simon’s idea for the team to be divided into 2 sub-teams, each with a leader and an overall project manager to act as the bridge between the two and communicate with Simon.  Technical Team   * Kiran (Leader) * Anderson * Edward * Zheyuan   User Experience Team   * Bronte (Leader) * Cailin * Benjamin   Project Manager: Cailin  Modified group contract roles to reflect these changes. Cailin’s project manager role fits in as the customer liaison so she will stay in that role and the programmer roles will be the 2 group leaders which also will stay the same. The other roles to rotate. | n/a | All | n/a |
| Finalise Deed Polls | All team members completed their Deed Polls and uploaded them to the shared Google Drive. | Benjamin combined these with the group contract and submitted | All | n/a |
| Scope Statement | Decided that the client will be a company that has approached us to recommend the best AI to them. This provides greater flexibility so all products can be evaluated and then the best one recommended.  The team worked on editing the scope statement. | n/a | All | Team members to work on over the weekend |
| Presentation | Discussed the content of the presentation and started working on the presentation. | Divided up the presentation amongst the team members | All | Team members to work on over the weekend |