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| ***Meeting Minutes*** | |
| Meeting objectives: | Start second missions and discuss scrum technique |
| Meeting Date: | 21st March 2019 |
| Meeting Time: | 10am-12pm |
| Meeting location: | CIS 003 |
| Minutes issued by: | Arlana Keen |

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| Attendees: | Signatures: |
| Arlana Keen |  |
| Oliver Howe |  |
| Lewis Jackson |  |
| Brandon Henderson |  |

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| Next Steps: | Owner: | Due date: |
| Arlana Keen | Research statistic mission | 4th April 2019 |
| Oliver Howe | Data component mission to be started | 4th April 2019 |
| Lewis Jackson | User account component to be started | 4th April 2019 |
| Brandon Henderson | Job progress component to be started | 4th April 2019 |
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| Discussion: |
| We had a weeks easter break however we used google drive and git hub to share ideas and improvements daily following the scrum technique. At the start of the meeting we all discussed our findings to go ahead with everyone's second mission. We then looked at the gantt chart to see who would need to complete their mission first, before the next person could start. We agreed that the job progress component and the data component could start at the same time then the week after the user component could start and then everything can follow them. We then agreed to use the scrum sprint method and check in everyday to discuss what we had completed and what we can do next to improve the next sprint. |

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| Decisions made: |
| * we would check in everyday to discuss progress and improvement * Job progress component to be started * data component to be started * adapt deadlines if necessary |