Team Minutes

# Date: 10/03/2018

Chair: Ryan Smith

Secretariat: Beau Johnson

Attendees: Beau Johnson, Leonard Meerwood, Ryan Smith

Meeting Minutes

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| Agenda Items | Minutes |
| 1. Discuss Team Charter | * Team charter was discussed, everyone agreed that they were happy with the details listed and suggestions from Ryan. * Ryan finalised the document and Lenny assisted with the formatting of the document. * Discussed meeting times with Jim, team agreed to Tuesdays on the 8, 9, and 10pm time slots, and an action item was created to send an email to Jim outlining preferences (Beau to action). * Team signed the charter to signify they were happy and all in agreeance. * Ryan to push this document into source control as the owner. |
| 1. Project Proposal | * Team discussed the project proposal and team consensus was that the document was approved to be submitted. * Beau to push this document into source control as the owner. |
| 1. Team Summary | * Team discussed the Team Summary and consensus was reached that this document was also submission worthy. * Leonard to push this document into source control as the owner. |
| 1. Merge Documents | * All team members merged documents into source control together to ensure there were no issues. |
| 1. Discussion of upcoming work | * Ryan posted the upcoming tasks that the team is required to do in the upcoming weeks so that everyone is aware of them. * Action items tasked to each member to be completed by the 24th March. |

Actions

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| Action Items | Assigned To | Complete By |
| 1. Send Jim email with preferred team time slots for meetings | Beau Johnson | Saturday 10/03/2018 |
| 1. Create a folder structure for meetings and iteration plan documents | Beau Johnson | Saturday 10/03/2018 |
| 1. Initial Use Case Model | Ryan Smith | Saturday 24/03/2018 |
| 1. Project Vision | Leonard Meerwood | Saturday 24/03/2018 |
| 1. Initial Domain Model | Beau Johnson | Saturday 24/03/2018 |