Team Minutes

# Date: 16/03/2018

Chair: Ryan Smith

Secretariat: Beau Johnson

Attendees: Beau Johnson, Jette McKellar, Leonard Meerwood, Ryan Smith

Meeting Minutes

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| Agenda Items | Minutes |
| 1. Team Charter Review | * Team to look at the team charter and address the issues raised by Jim in the last meeting. * Team updated the Causes, Remediation Procedures, and Conflict Resolution Mechanisms to incorporate the changes suggested by Jim. * After some discussion the team agreed to update the charter further to include more information around meetings, the meeting times, and the discussions within them. * Team member expectations were also updated to |
| 1. Contact MIMS for access to the API | * Beau advised the group on MIMS which is a Medical Information register online that provides details on medications, side effects, dosing amounts, etc. * An email has been sent to MIMS asking if we can gain access to their API for the application. |
| 1. Iteration Plan | * Updated the Iteration plan to include the Function Requirements and NFR as well as the due dates for these. * Updated the high-level requirements as per Jim’s advice at previous meeting. |
| 1. Work Items 1.4 and 1.5 discussion | * Team agreed that we will look into this at the next meeting, going to allow more time to finish Functional and NFR to be completed. |
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Actions

None were given, actions from previous meeting are still in place.

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| Action Items | Assigned To |
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