Team Minutes

# Date: 11/07/2018

Chair: Beau Johnson

Secretariat: Jette McKellar

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

Meeting Minutes

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| Agenda Items | Minutes |
| 1. Construction Iteration 1 Plan | * Ryan creating documentation. * Use cases delegated to members to be completed |
| 1. LCAM resubmission | * Jette has copied the LCAM details to the ITC309 Group Wiki |
| 1. Add extra Construction Phase | * After discussion, it has been decided to add an extra construction phase to allow for additional time to complete UAT testing and documentation prior to commencement of the Transition phases if required. Project plan to be updated accordingly and risk list to be updated to include delay in finishing UAT and documentation with mitigation being the additional construction phase |
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Actions

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| Action Items | Assigned To | Complete By |
| 1. Use case – Output Error Data to Excel | Leonard Meerwood | Tuesday 15/07/18 |
| 1. Use case- Modify Error in System | Jette McKellar | Tuesday 15/07/18 |
| 1. Use case – Edit Error Submission Form | Ryan Smith | Tuesday 15/07/18 |
| 1. Search functionality | Beau Johnson | Tuesday 15/07/18 |
| 1. Project Plan update | Jette McKellar | Friday 12/07/18 |
| 1. Risk List | Ryan Smith | Friday 12/07/18 |