Team Minutes

# Date: 26/07/2018

Chair: Ryan Smith

Secretariat: Jette McKellar

Attendees: Beau Johnson, Ryan Smith, Jette McKellar

Absent: Leonard Meerwood

Meeting Minutes

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| Agenda Items | Minutes |
| 1. Timesheets | * Can be used to record work on own use case to enable an accurate record of time taken to complete tasks * To be used to record time used to help other team members with their use cases * To be used to record time used to complete tasks that cannot be shown to be completed through commits to repo |
| 1. UAT testing | * It was decided that team members were to complete their own UAT testing to ensure that their code works without known bugs on their branch. * Once UAT passes, the team member is to share the UAT test template for their use case to the team via Discord. At least one other team member is to complete the UAT by checking out to the appropriate branch. If UAT passes, the code can be merged into dev |
| 1. Update of Use Case document | * As the Use Case document for each use case was created at the commencement of the project, each Use Case document is to be updated to reflect current data. This is to be included with all documents to be merged to dev when UATs are completed. |
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Actions

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| Action Items | Assigned To | Complete By |
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