

# Meeting Notes - 22 Mar 2023

 Date


22 Mar 2023

 Participants

- @ Eloise Grant (Writer)
- @ LUAN NGUYEN
- @ Tran Duc Anh Dang

 Goals

- Identify outstanding requirements before submission of Confluence work (due 26/3/2023)


 Discussion topics

Time	Item	Notes	Completed
11:20AM	Team Home Page	<ul style="list-style-type: none"><li>• <del>80%</del></li><li>• <del>Calendar</del></li></ul>	
	Working agreement	<ul style="list-style-type: none"><li>• <del>team member underperformance</del></li></ul>	
	Project plan	<ul style="list-style-type: none"><li>• <del>rewrite objective (plagiarism)</del></li><li>• <del>problem statement</del></li><li>• <del>scope</del></li><li>• <del>remove web app from timeline</del></li><li>• <del>rewrite milestones and deadlines</del></li></ul>	
	Roles and Responsibilities	<ul style="list-style-type: none"><li>• <del>could be fleshed out further, marked as complete for now</del></li></ul>	
	Risk Assessment	<ul style="list-style-type: none"><li>• Anh - updating risk assessment matrix</li></ul>	
	Persona	<ul style="list-style-type: none"><li>• <del>Anh to complete a persona page</del></li><li>• <del>delete wrong persona page</del></li></ul>	
	Empathy map	<ul style="list-style-type: none"><li>• <del>work on as group 22/3</del></li></ul>	
	Product Requirements	<ul style="list-style-type: none"><li>• <del>Archery Database Requirements: Completed by Anh</del></li></ul>	
	ER diagram	<ul style="list-style-type: none"><li>• <del>completed by Luan</del></li></ul>	
	Team member profiles	<ul style="list-style-type: none"><li>• <del>Completed</del></li></ul>	
	Team meeting notes	<ul style="list-style-type: none"><li>• 2/3 completed</li><li>• One more to add</li></ul>	

 Action items

 Done with items in Discussion

 Decisions

 Submit to Canvas

