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| **DATE:** | Saturday, 6th May, 2017 |
| **TIME:** | 12:00 PM |
| **LOCATION:** | QUT Library; Level 4 Booth |
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 **MEETING MINUTES**

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| **MEETING CREATED BY:** | Luke Goeree | **MINUTE TAKER:** | Luke Goeree |
| **FACILITATOR:** | Luke Goeree | **TIME KEEPER:** | Luke Goeree |
| **TYPE OF MEETING:** | Progress Report/Strategy Planning | | |

**ATTENDEES PRESENT:**

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| Luke Goeree |  |  |  |
| Jamie Wright (Online Chat) |  |  |  |
| Harry Aung |  |  |  |

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| **AGENDA** | | **PRESENTED BY** | **TIME ALLOCATED** |
| 1. | GitHub Configuration | Luke Goeree | 30 min |
| 2. | Website To Do List | Team | 60 min |
| 3. | Team Roles | Team | 15 min |
| 4. | Revising Sprint Release | Team | 30 min |
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| **NEW ACTIONS** | | **ACTION TO BE TAKEN BY** | **DATE TO BE ACTIONED BY** |
| 1. | See Jobs List below |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
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| **NOTES** | | | |
| Progress made with Website planning. Website demo is due Thursday 11/5 in workshop with mandatory attendance. Demo is required in order for partner group to complete peer review business letter. Team Roles were solidified. Burndown chart completed and will need to be update continuously as work progresses. Although not on schedule, a list of required functions listed to be ready for workshop demonstrated. | | | |

# JOBS TO BE COMPLETED

Saturday 6th May 2017 (Week 9)

1. Revise Sprint/Release Plan (Assigned: Luke) (DUE DATE: Monday 8/5)
   1. Plan will need to be revised to incorporate 2 x 4 week sprints in a single 8 week release
   2. Story Point values will need to be re-visited and re-estimated
   3. Working Hours for story points need to be recalculated
2. Create Burn Down Chart (Assigned: Luke) (DUE DATE: Monday 8/5) COMPLETED
   1. Create chart template ready for team members to fill out
3. Team Minutes Recording (Assigned: Luke) (DUE DATE: Saturday 6/5) COMPLETED
   1. Start Recording team meeting minutes in template
4. Design Website Logo (Assigned: Luke) (DUE DATE: Wednesday 10/5) COMPLETED
   1. Logo to be incorporated onto website
5. Design Corporate Logo (Assigned: Luke) (DUE DATE: Wednesday 10/5) COMPLETED
   1. Logo for business principles
6. Finalise Team Roles (Assigned: Team) (DUE DATE: Saturday 6/5) COMPLETED
7. Team Agreement Signing (Assigned: Team) (DUE DATE: Thursday 11/5)
   1. To be completed at next workshop
8. Sprint Retrospective (Assigned: Team) (DUE DATE: Thursday 11/5)
   1. Discuss and document past sprint release
   2. To be completed at next workshop
9. GitHub Quick Reference (Assigned: Luke) (DUE DATE: Saturday 6/5) COMPLETED
10. Test Templates – Housing (Assigned: Harry) (DUE DATE: Tuesday 9/5)
    1. Create spreadsheet of 20 rental properties
11. Test Templates – Renters (Assigned: Harry) (DUE DATE: Tuesday 9/5)
    1. Create Spreadsheet of 10 Renters – used to log in test
12. Test Templates – Registration Process (Assigned: Harry) (DUE DATE: Tuesday 9/5)
    1. Create Spreadsheet of people to test registration process
13. Article Link Pages (Assigned: Harry) (DUE DATE: Wednesday 10/5)
    1. Create at least 3 article pages, linked to article buttons on home page
14. Rental Property Pages (Assigned: Jamie) (DUE DATE: Wednesday 10/5)
    1. Create 2 or 3 Rental Property pages that can be linked to home page
15. Peer Review Business Letter (Assigned: Jamie with Team Input) (DUE DATE: Tuesday 16/5)
    1. Peer Review letter based on partner group’s sprint 1 release
16. Log In Database (Assigned: Luke) (DUE DATE: Wednesday 10/5)
    1. Create Login Section
    2. Establish Login Database