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| **DATE:** | Saturday, 3th June, 2017 |
| **TIME:** | 12:00 PM |
| **LOCATION:** | QUT Library; Level 4 Booth |
|  |  |

 **MEETING MINUTES**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |  |  |  |
| Harry Aung |  |  |  |

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| **AGENDA** | | **PRESENTED BY** | **TIME ALLOCATED** |
| 1. | Review Progress | Luke Goeree | 15 min |
| 2. | Website To Do List | Team | 30 min |
| 3. | Portfolio Progress Check | Team | 30 min |
| 4. | Documentation Finalization | 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. |  |  |  |
|  |  |  |  |
| **NOTES** | | | |
| Team continued progress with website functionality and aim to be completed by Monday 5th June. Team discussed the retrospective of sprint 2 and will finalize it once the sprint is completed Wednesday 7th June. Also started noted on entire release retrospective, and will be completed Friday 9th June once entire subject is finished. Team member portfolio artifacts are in progress and will just require the final sprint 2 parts within the next few days. Majority of website functions for sprint 2 are still in progress and will be aimed to be completed Wednesday 7th June week 14. | | | |

# JOBS LIST FROM LAST MEETING

Saturday 13th May 2017 (Week 10)

1. 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
2. Log In Database (Assigned: Luke) (DUE DATE: Wednesday 10/5)
   1. Create Login Section
   2. Establish Login Database
3. Property Owner Login (Assigned: Harry) (DUE DATE: Week 13)
   1. Property information
   2. News reel
   3. Inspection times
4. Property listing (Assigned: Luke) (DUE DATE: Week 13)
   1. List of properties available
5. Search Filters (Assigned: Luke) (DUE DATE: Week 13)
   1. Create search form
   2. Create database backend
   3. Link form to DB
6. User Login Function (Assigned: Jamie) (DUE DATE: Week 13)
   1. Create database back end
   2. Link login section to DB
7. Owner Contacts Page (Assigned: Luke) (DUE DATE: Week 13)
8. Portfolio items for Sprint1 (Assigned: Team) (DUE DATE: Week 14)