8/6/22 Week 5 Discussion

👥 Participants	
👤 Created By	
⊙ Type	Minutes of Meeting
🕐 Created	@June 8, 2022 10:16 AM
🕐 Last Edited Time	@June 22, 2022 1:34 PM

Meeting Details

Timestamp

8 June 2022 10:16am

Total Time

2 hours

Location

Discord

Attendees

- Marabel
- Gabriel
- Ezra (Late by 20 minutes)
- Henry

Absentees

- Darma (Overslept)

Agenda Details

Presented By: Gabriel

No agenda topics

Discussion Details

Topic 1: Project Items Clarification

Opened By: Marabel

Location: Discord

Discussion Points:

Marabel brings up the following open items:

1. Assign responsibilities for website content, database design, interaction design and full stack development
2. Discuss content of website

Marabel asks Gabriel to share the project plan and schedule to the team.

Gabriel states that the following:

- Project plan is 95% completed and is left with quality checking.
- 4500 word assignment will start soon
- Website to be discussed at a later date

Marabel notes this and asks for Gabriel to share the Gantt chart. Gabriel states to use Darma's Gantt Chart.

Topic 2: Agenda Discussion

Opened By: Marabel

Location: Discord

Discussion Points:

Marabel clarifies with Gabriel if the team has tasks to be completed this week.

No response is given.

Meeting Conclusion

Shared Agreements

Nil

To-Do-Board

Open Items

1. Assign responsibilities for website content, database design, interaction design and full stack development

2. Discuss content of website

Closed Items

1. Objective of the project: develop a freshman orientation portal (Due: 1/6/20)

2. The Project schedule: the detail tasks, the sequence of the tasks, the specific date for completion for each task, the person responsible for each task (Due: 1/6/20)

3. The specific task(s) contributed and completed by each team member since 12/5 the first week, i.e., for each week, what has been done, who did what and what discussions – who suggested what etc (Due: 1/6/20)

WIP

1. Static website for homepage

2. Project plan quality checking

Action Items

1. Review code of conduct