Metadata

Attendees: Insan, Haoyuan, Igor, Harsha, Peter
Apologies: Nicholas (Sick)
Scribe: Peter

Started: 2023-08-11 1414 +0800

Sprint 1 deliverables

- Scope of work
- Skills/resources audit
- Risk register
- Project acceptance test - do requirements before this
- Stories

Skills/resources audit

{Check teams channel}.

Risk register

Risk	Solution
Not meeting deadlines, delays.	
Sickness	1) Re-allocate tasks to other group members, crunch. 2) Reduce scope if necessary

Harsha: client does not like part of project, and requires us to modify.

{ CHECK TEAMS CHANNEL }.

ACTION ITEMS

Action	Due	Responsible
Ask Michael about hosting, CSSE server.		?
Ask Michael about testing		?
Ask Nicholas about information for skills assessment		Insan
Skills and resources audit	Next Wed	Peter
Risk register - make examples relevant to our project	Next Wed	Harsha
Project acceptance tests	Next Wed	Igor
Start requirements doc, assign tasks to people	Saturday	Insan
ERD for report		Haoyuan

Follow-up

Haoyuan: Report done for database.

Harsha: We need to add more to the report.

END: 2023-08-11 1502 +0800