Minutes 2

Meeting of: Superstars

Held at: Alice Hoy 108

Date: 24th, April, 2017

From: 1pm – 2.15pm

Opening:

The regular meeting of the Superstars was opened at 1pm on 24th, April, 2017 in Alice Hoy 108 by Sheng Wu.

Present:

Sheng Wu, Lilian Chan, Ao Li, Kuan Qian, Zheping Liu

Approval of agenda:

The agenda was unanimously approved as distributed.

Approval of minutes

The minutes of the previous meeting were unanimously approved as distributed.

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| --- | --- | --- | --- | --- | --- |
| Previous Project Plan: Week 7, Date 15/04/2017 | | | | | |
| Task | Resources | Estimated Time | Actual Time | Completed | Comment |
| Define team name | All | 1 hours | 1 hours | yes | All good |
| Establish team norms | All | 5 hours | 5 hours | yes | A lot of confusion but finally organized |
| Decide risk register | All | 5 hour | 5 hour | yes | All good |

|  |  |  |
| --- | --- | --- |
| Project Plan: Week 8, Date 24/04/2017 | | |
| Task | Resources | Estimated Time |
| |  | | --- | | Define desired features (epic user stories) | | Ao  Kuan | 5 hours  5 hours |
| Estimate effort and assign story points | Lilian  Sheng | 4 hours  3 hours |
| Write solution overview draft | Zheping | 5 hours |

Next meeting

The next general meeting will be at 1pm on 1st May, 2017 at Alice Hoy 108.

Minutes submitted by: Sheng Wu

Approved by: All