IFB299 – Week 2 – Meeting 1

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| Minutes | August 1, 2017 | 10:00 AM | GP Q-218 |

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| Meeting called by | Group |
| Type of meeting | In-Person |
| Facilitator | Rick Mccasker |
| Attendees | Andrew, Owen, Chais, Rick |

## Agenda topics

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| 30mins | REcap |  |

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| Discussion |  | | |
| Ensure that all team members have completed their deadlines. | | | |
| Re-assign roles. | | | |
| Conclusions |  | | |
| Client role reassigned to Andrew. Group files must be resent to tutor as there has been a change | | | |
| Currently no client features and developer side features are lacking. | | | |
| Action items | | Person responsible | Deadline |
| Develop a full understanding of the client brief. | | Andrew | AUGUST 5 |
| Re-Create and resend team agreement and team docos. | | Rick | AUGUST 5 |
| Expand on number of developer features. | | Rick, Chais, Owen | AUGUST 7 |
| Expand on number of client features. | | Andrew | AUGUST 7 |

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| 30mins | features |  |

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| Discussion |  | | |
| Ensure that all team members have a good understanding of what features are desirable and are capable of writing acceptance criteria for them. | | | |
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| Conclusions |  | | |
| All expectations met. | | | |
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| Action items | | Person responsible | Deadline |
| Feature acceptance criteria | | Rick, Chais, Owen | AUGUST 7 |

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| Special notes | Daniel has changed tutorials and has therefore left the group. |