**Meeting Agenda & Minutes**

Wed 24/1/2018, 11:30, The Zone at Ellison Building

**Agenda**

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* Agree to method of communicating between team members, and method of organising and arranging meetings
* Agree to method of recording and writing agendas and minutes
* Agree to contents of Code of Conduct
* Agree, at least partially, to contents of Quality Document
* Assign tasks to group members and decide which will be shared between the team

**Attendees**

Peter Smith (Scribe), Sam Connelly (Chair), Max Walsh, Michael Bulgrass

**Minutes**

MW was a little late and the rest of the team started to look at the distribution of tasks between them, selecting one each then leaving the rest so that it would be fair to MW when he arrived. As it turned out MW didn’t want any of the tasks that had already been chosen anyway.

Prior to this meeting the method of communicating between team members was agreed. Members would use an online messenger / chat facility to keep in touch on a regular basis. Meetings were agreed to be once every week on a Wednesday, which would be reviewed on week 4 if more meetings were felt to be needed.

SC asked whether we could create a method of recording who was attending meetings for ease of records. PS suggested that the existing scheduling sheet could be modified to incorporate this feature. The template for minutes and agendas was reviewed and agreed upon.

SC also asked whether a template could be created for all the team to use during the testing phase to keep things consistent, including what was going to be tested, how it would be tested, what the expected result was and what actually happened. The team agreed this was a good idea and would implement it at a later date.

Tasks were discussed and distributed;

· PS chose Project Manager (#1) and Software Analysis (#3)

· SC chose Data Component (#6) and Task Entry Component (#5)

· MB chose Requirements Analysis (#2) and User Account Component (#8)

· MW chose Task Allocation Component (#7) and Task Logging (#9)

· Group tasks should be Testing (#4) and Reporting Component (#10)

SC raised a point regarding the dates of the presentation. It is written as 7/13/2018 – is this the 13th of July or a mistake? This would need to be looked into and clarified. SC volunteered to do this.

PS used a template for the Code of Conduct, and the different entries were discussed and agreed upon or altered. There was some discussion over consequences for lack of attendance or non-completion of work, but it was decided that anything that resulted in a financial penalty (such as paying for donuts or coffee) was inappropriate and that other formal methods would be applied instead.

There was some discussion as to whether the team would need a chairperson, with MW suggesting everything should be democratically dealt with. However as the meeting had already veered off track a number of times, a chairperson to control the flow and direction of meeting would be necessary and would be decided upon at the end of each meeting for the next meeting.

All members of the team signed, with SC pointing out that his name had been spelled incorrectly and it needed to be updated at the next meeting. Amendments could be suggested during the week and voted on during the next meeting if necessary.

There was some discussion as to the use of an Access Database over an ORACLE database, but the chair (PS) stopped this from going too far as this was a discussion for another week and not necessary at this meeting.

PS suggested modifying the schedule sheet to show an overview of the tasks, and what would be expected to be completed, by when and in what order . This would create a critical path of tasks and would be easier to review at a glance.

PS also discussed feedback. On the Google Documents it automatically includes who made the feedback as part of the comments feature, however any document that is not created or stored on the centralised GoogleDrive would need a colour scheme with each team member picking one colour and using it consistently.

# **Last Meeting Follow-Up**

* No meeting to follow-up

# **New Business**

* None submitted

**Any Other Business**

* MW to be chair next week

**Action Items**

* PS: Modify scheduling spreadsheet to show when meetings were held, and include names of attendees to meetings
* MB: Contact tutors to get the “house standards” that will be used as part of the Quality Document
* SC: Contact tutors to see if there is a list of example tasks to be included in the database and list of employees
* SC: Contact tutors to check on the deadline date of 7/13/2018 for clarity.
* MW, MB: Create a list of necessary fields and attributes in the system so that PS and SC can collaborate together
* PS to create an initial critical path

**Next Meeting Agenda Items**

* SC to feedback as to tutor remarks on example data, employees and clarify the deadline date
* Look at and develop the Class Diagrams
* Agree on and finalise the Quality Document
* Develop the Use Case Diagrams
* To look at the Critical Path