**CITS3200 Team 10**

**Minutes of Meeting 2 held on Thursday 3 August 2023**

Present: Tom, Nathan, Adi, Sam, Sapphire

Apologies:

Absent: Zen

Meeting Started: 9.20 am

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| The meeting began early immediately after the client meeting was finished as that had been discussed in MS teams. | ACTION |
| 1.1 Debrief client meeting  Team feels that the client has minimal expectations and is happy for us to determine the specifications of the application we produce as well as additional features should we meet all requirements early on.  1.2 Decide roles  Tom volunteered himself as the project manager. Sapphire volunteered herself for documentation.  The team discussed rotating roles; Tom said it appeared from the CITS3200 website that we would rotate every sprint.  1.3 Assign deliverables to work on  Sprint 1 deliverables and allocations are as follows:   * Scope of work - Tom * Skills and Resources audit - Nathan * Risk Register - Sam * Stories - Adi, Saph   The team decided the above allocations are until the next meeting only. The team’s intention is not for everyone to solely produce a deliverable but to each create a rough draft to be discussed at the next meeting.  1.4 Meetings  Team used the when2meet filled out by all members and MS teams discussions to decide on a weekly on-campus meeting on Monday mornings at 9.30 am. Reflecting on the previous client meeting we intend to hold our future client meetings on a Thursday morning as that fits everyone’s schedule best | Tom Nathan Sam Adi, Saph  All |

Meeting Closed: 9:45 am