Supervisor meeting - 2

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| Minutes | March 15, 2018 | 1:30-2:30 | AMDC3030 |

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| Meeting called by | Lyndon |
| Type of meeting | Meeting with the Supervisor |
| Facilitator | Lyndon |
| Note taker | Krishna, Liam (later consolidated by Kosala) |
| Timekeeper | Liam |
| Attendees | Lyndon, Liam, Keagan, Migara, Dineth, Krishna, Kosala, Ayub, Jimmy, Shenal. |

## Agenda topics

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| 8 mins | WeekLY deliverables | LYNDON |

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| Discussion | * Project tools document not talked in the lecture. * Missing resources link in blackboard * Speak with client to finalize the requirements * Template for project plan could be used * Template for quality assurance needs to be started * Meeting minutes are part of the deliverables * Every week each individual should have task to work on * Keep change logs for the project plan. | | |
| Action items | | Person responsible | Deadline |
| Meet up with the client and finalize what needs to be done | |  |  |
| Start on the project plan document | |  |  |
| Decide if we would like to meet next Monday? | | Lyndon |  |
| Provide Jun link to the meeting minutes | | Krishna |  |
| Discuss a way to finalize work log | |  |  |
| Make sure everyone gets a task on Monday’s meeting | |  |  |
| Complete the work log **every week** | |  |  |

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|  | **TEAM STRUCTURE** | LYndon |

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| Discussion | * Prefer agile develop practice combined with some XP practice. Needs more discussion * Allocate the tasks so that everyone has something to work on every week. * Rules around the communication (response time, medium) | | |
| Action items | | Person responsible | Deadline |
| Finalize the process for the project | |  |  |
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|  | **Issues** | Lyndon |

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| Discussion | * Communication: response within 24 hours. * Try getting the agenda before 48 hours | | |
| Action items | | Person responsible | Deadline |
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