|  |
| --- |
| Meeting Agenda Team Meeting |

|  |  |
| --- | --- |
| Location: | AMDC302 |
| Date: | 26/04/2018 |
| Time: | 1pm– 3pm (Will be chaired by Jimmy) |

# Agenda details:

### **(First hour - main meeting - 1 hour)**

## Action Items from last week (12 minutes)

* 1. From previous Team meeting
     1. create an up-to-date plan
     2. get the architecture done
     3. Setup Android Studio/environment
     4. create a spike for a prototype and use that for demonstration of the prototype
  2. From previous client meeting
     1. Meeting minutes still have to be sorted
     2. Peer Review Form resubmit
     3. Contribution Sheets must be done each week and signed off
     4. Test plan, SRS and SQAP Project Plan still have to be worked on

## Review On Last weeks progress (12 minutes)

* 1. Improvements that we want
     1. discuss about the late submission of work
     2. techniques and strategies to use to ensure prompt submissions

1. talk about Tasks and progress on the tasks (20 minutes)
   1. class diagrams (Jimmy, Shenal, Keagan, Lyndon)
   2. SRS (Jimmy, Ayub)
   3. project plan (Keagan)
   4. SQAP (Keagan, Liam, Krishna)
   5. Test plan (Jimmy, Ayub, Dineth, Kosala)
   6. contribution (everyone)
   7. sprint planning (Krishna, Keagan)
   8. WBS (Jimmy, Lyndon)
   9. video (Everyone)
   10. check document quality (Liam)
2. Check Worklogs and Contribution sheet and sign off everyones worklogs (12 minutes)
3. Action Items (4 minutes)

### **(second hour - collaboration meeting - 1 hour)**

1. Work on tasks needed to be completed (Please record the tasks worked on during the meeting, in the minutes)