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| Meeting Agenda Team Meeting |

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| Location: | 1A |
| Date: | 03/05/2018 |
| Time: | 1pm– 3pm |

# Agenda details:

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

## Action Items from last week (6 minutes)

* 1. Test Plan
     1. Jimmy, Ayub, Krishna, Dineth
     2. Deadline: Saturday night
  2. Project Plan
     1. Keagan
     2. Deadline: End of Weekend
  3. Class Diagrams
     1. Deadline: Wednesday night
  4. Download Android
     1. everyone
     2. Deadline: Before we start coding
  5. SQAP
     1. Krishna
     2. Deadline: Monday night
  6. Contribution Sheets
     1. everyone
     2. Deadline: Every weeks midnight Sunday
  7. Documentation Standards
     1. Liam
     2. Deadline: Sunday night

## Review On Last weeks progress (5 minutes)

* 1. Improvements that we want
     1. feedback
     2. techniques and strategies to use to ensure prompt submissions
  2. Talk about the 3 strike rule (Death Penalty)

1. what to focus on the next few weeks (30 minutes)
   1. finalise documents and start submitting them to the git repository
   2. ensure we have a research report by the end of this week
   3. we must have a first video recording by next week (so we have time to make changes)
   4. have a look at the assessment criteria
      1. project plan - 10%
      2. SDLC - 5%
      3. Requirements Specification - 10%
      4. Testing plan - 5%
      5. Quality Assurance - 5%
      6. Peer Review +/- 50%
      7. Task Contribution - 5%
      8. Meeting minutes - 5%
      9. Prototype - 15%
      10. System Architecture - 12.5%
      11. Research Report - 12.5%
      12. Version - Controlled Repository - 5%
      13. Final Presentation - 10 %
2. Stand Up (10 minutes - 1 minutes each)
   1. Talk about:
      1. What you did to change the world since last weeks meeting?
      2. How are you going crush it today till next meeting ?
      3. How are you going to blast through any obstacles unfortunate enough to be standing in your way until the next meeting
         1. Lyndon
         2. Ayub Khan
         3. Dineth
         4. Keagan Foster
         5. Kosala
         6. Liam
         7. Krishna
         8. Migara
         9. Shenal
         10. Jimmy
3. Check Worklogs and Contribution sheet and sign off everyones worklogs (5 minutes)
4. 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)