| Meeting Agenda |
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| Location: | 1I Library |
| Date: | 12/03/2018 |
| Time: | 10:30 – 11:45 |

# Objective

Determine the structure of the team and how it will be run.

# Agenda details:

## Introduction (2 min)

## Review previous week progression (4 min)

#### Discuss improvements and changes to be done.

## Talk about Team building activities (9 min)

### Social activities that will help the team get to know each other more

### Talk about ideas on how we can keep team morale high during high stress times i.e. exam times, assessments etc.

### How do we get more people to contribute to conversations? What techniques can you suggest?

### How can we create a safe environment, so that team members can feel safe to openly share their concerns/issues?

## Discuss team structure (16 min)

### How you would like the team to be run

#### Past experiences of group work and what was effective management strategies

#### Discuss how each team member prefers to work, whether they prefer working in the morning or working at night time. Do they prefer to work alone, or they don’t mind working with another person, etc.

### Discuss Jobs/Roles

#### Action Item:

##### Prepare a preference of what jobs you would like to undertake

##### Determine your strengths and what you are comfortable

## Discuss team organization (14 min)

### To agree on organizational tools to use

##### How will the team keep track of jobs and responsible people

### To agree on when administrative tasks are due

#### Meeting minutes

#### Agendas

#### Email messages

## Select Software development Life cycle (12 min)

### Should we use Agile

#### What agile techniques/frameworks to use?

##### Scrum?

##### XP?

### Should we use waterfall

### Should we select something else?

## Discuss Requirements gathering (12 min)

### Brain storm questions to ask for requirements

### How should we collect requirements

## Feedback (3 min)

### What needs to be improved

### Any issues that anyone would like to address