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| Meeting Agenda Team Meeting |

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| Location: | TBA |
| Date: | 19/03/2018 |
| Time: | 10:30-11:30 |

# Agenda details:

## Action Items Last week (10 minutes)

* 1. meet up with client and finalise what needs to be done
  2. start on the project plan document
  3. decide if we would like to meet next monday with jun
  4. provide Jun link to the meeting minutes
  5. Discuss way to finalise work log
  6. make sure everyone gets a task on monday’s meeting
  7. finalise the process for the project

## Product (10 minutes)

### Requirements Specification

### Additional features to that we would like to implement with the smart glasses

### Brainstorm and list ideas so that we can show a list of our ideas in our next meeting with the client

## Issues (3 minutes)

### Minutes not being posted up on time

### Assigning tasks

## Rules (17 minutes)

### Discuss and brainstorm team rules

## Trello & Github (10 minutes)

### Discuss and brainstorm Trello use

### Create rules for Trello

* 1. Github or Bitbucket

## Jobs (10 minutes)

### Assign people who don’t have a job yet

### Brainstorm jobs and roles, based on the scope of the project

## Work logs (10 minutes)

### Discuss how we will fill out the forms

### Fill some out during the meeting so people can get started

## Organization (10 minutes)

### Gantt chart

### Sprint planning

#### Backlog – create a template

#### Burn down chart – create a template

#### Project Plan (10 minutes)

* 1. Brief overview of the project plan
  2. who will assist in completing the project plan=

#### Quality Assurance Plan ( 10 minutes)

* 1. who will assist in completing the quality Assurance plan
  2. Risk Management
     1. brainstorm risks and how to manage risks

## Assessment (10 minutes)

### Discuss about what is being assessed

### Discuss assessment criteria and what we want as a group to be assessed

## Action Items for this week (10 minutes)