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| Meeting Agenda Team Meeting |

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| Location: | AMDC 303 |
| Date: | 26/03/2018 |
| Time: | 10:30 – 12:30 (room booked from 11 - 12:30) |

# Agenda details:

## Action Items from last week (5 minutes)

* 1. discuss assessment criteria and send updated doc to Jun
     1. include design documents and system architecture
     2. quality assurance can include testing
     3. network level could be different criteria as well
     4. research could be separate
  2. create and fill team contribution sheet

## Review On Last weeks progress (10 minutes)

* 1. discuss the good things the team did
  2. discuss improvements that the team needs to do
     1. make sure we are following the software quality assurance outline
     2. create a document tree for repository and online cloud storage
     3. Meeting minutes are up to date and in google docs
     4. initial spike to test how the group works together producing code
        1. determine the speed of the team and ensure they know how to use the required/best practices
     5. what can we do to make the team work faster?
     6. Make sure everyone goes on slack after 6:00 pm to 12:00 am everyday (agree?) so that collaboration can be done.

## Tasks assignment (22 minutes)

* 1. discuss and brainstorm tasks to do (important)
  2. discuss the list of tasks and assign to people in the meeting

1. Roles (22 minutes)
   1. assign roles to team members (list of roles from the quality assurance document)

## Worklogs and contribution sheets (18 minutes)

* 1. ensure that worklogs are filled out
  2. fill in contribution sheet and sign

## Requirements (10 minutes)

* 1. user stories
     1. go through current user stories and brainstorm some more
  2. unknowns
     1. technical unknowns
     2. other unknowns
  3. converting requirements into software architecture i.e. create UML diagrams for modules of the solution.

1. contingency planning (10 minutes)
   1. discuss plans to have if one of the risks were to happen. For example:
      1. For example, a major team member leaves the team or is away for a certain period of time
      2. there is a change of requirements
      3. unknowns unknowns become known unknowns. Therefore affecting the time estimations.
2. Sprint planning (10 minutes)
   1. discuss about a system to use for time estimating
      1. burn down chart
      2. team velocity calculations
      3. relative time sizing
   2. time estimation of user story/feature implementation
   3. spike planning
      1. for features with unknown estimations
      2. for features with unknown implementation (unknown technology to the team)
   4. updating gantt chart
3. Client agreement form (2 minutes)
   1. when will we have that finished by
4. Requirements form (2 minutes)
   1. when will we have that finished by
5. Project Plan (2 minutes)
   1. when will we have that finished by (should be done at the same time as the requirements form)
6. Quality Assurance document (2 minutes)
7. Action Items (5 minutes)
   1. what we should focus during the week break
      1. client agreement form
      2. requirements form
      3. project plan
      4. sprint plan
      5. assessment criteria