First group meeting

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| Minutes | March 12, 2018 | 10:30 | 1I Library |

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| Meeting called by | Lyndon |
| Type of meeting | Group meeting |
| Facilitator | Lyndon |
| Note taker | Krishna |
| Timekeeper | Ayub |
| Attendees | Liam, Keagan, Srinath, Dineth , Kosala, Jimmy, Ayub, Lyndon, Krishna |
| Apologies | Migara |

## Agenda topics

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| 4mins | Previous week progression | lyndon |

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| Discussion |  |
| For future meetings, talk about the work we did for the week.  Could decide on action points and discuss about it at the start of the meetings. | |
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| 9mins | Team building | lyndon |

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| Discussion |  | | |
| Activities like (frisbee, soccer, movies escape room, laser tag, paintball) and many others  Stress period like exams/ major assignments deadline  When stressed:  take a break,  do what you like,  short nap,  games/movies,  have a break every two hour  Participate in the group discussions  Estimates needs to be done (include the unknown)  Inform the team at earliest if the circumstances are difficult and cannot get work done  Create more slack channels so that members can chat within their own team  Create a safe environment for everyone to speak up.  Annonymous suggestion board.  To make decisions, create a poll atleast 24 hours before the meeting and discuss about it in meeting | | | |
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| 16Mins | Team Structure | Lyndon |

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| Discussion |  |
| Having a set objective helps team to move in certain direction. | |
| Liam -> be in development team, some experience in people management,  Keagan-> team lead for a group project, comfortable with leadership roles  Srinath -> coding in C, C#, C++, can learn java  Dineth -> technical software -> C#, C++, git want to learn mobile and web application development  Kosala -> C#, Java no mobile development experience  Jimmy -> UX, software dev, github, git, web development node, sql , javascript, ios never tried management would love to learn  Ayub -> git C++ java android studio improve communication skills  Lyndon -> embeddded dev, audrino, C++, engineer, git management skills (team lead)  Krishna -> web dev tools, C# unity, git | |

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| 12min | Software development LifeCycle | LYndon |

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| Discussion |  |
| Agile development | |
| Extreme programming -pair programming, TDD  Scrum -> make decisions as per needs. | |
| Scrum chosen but could change in the future. | |

## Action Points:

* Create a Git starter guide – **Krishna**
* Create excel spresadsheet for jobs -> **Lyndon**
* Send a doc stating goals, skills gained, availability -> **Everyone**
* Research how to use toggl and install it -> **Everyone**
* Migrate everthing from facebook to trello ->**Lyndon**

## Feedbacks:

1. **Meeting off track and over the time limit:**

At the moment, meeting times are stretching over the estimated time and members are going off topic. To ensure we stick to timeframe, each agenda could be discussed as follows:

* The meeting facilitator introduces the topic that needs to be discussed opens the floor discussion
* Members have the discussion about their agreements/disagreement
* A conclusion is made as a group.
* Actions point are noted down if any required
* We move to the next agenda items.

1. **Creating learning materials from the research done:**

While we are researching different topics, it would be greate to create learning/training materials from the research we have done. This will help other members to learn the topic and at the same time can be used as an evidence for any kind of assessment that are there for the unit. This could very well be the spikes discussed in the lecture.

1. **Rotating meeting chair, minutes and time-taker:** While it might be best for one person to chair the meetings with client/supervisor(preferably team lead), we could rotate the responsibilities in the team meeting. It will give every member a chance to gain experience chairing a meeting and build soft skills. As we still have 9 more weeks in this semester, everyone can get a chance.