First group meeting

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| Minutes | March 26, 2018 | 10:30 | AMDC 303 |

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| Meeting called by | Lyndon |
| Type of meeting | Group meeting |
| Facilitator | Lyndon |
| Note taker | Liam |
| Timekeeper | Ayub |
| Attendees | Everyone |
| Apologies | N/A |

## Agenda topics

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| 5mins | Action Items | lyndon |

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| Discussion |  |
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| 2mins | Progress Review | lyndon |

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| Discussion |  | | |
| Meetings attended. | | | |
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| 4mins | Team Structure | Lyndon |

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| Discussion |  |
| Krishna: Git Manager  Liam: Documentation Manager  etc.  People need to report issues etc to the respective manager. | |
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| 15min | Organisation | Lyndon |

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| Discussion |  |
| Programming spikes to test how fast the team can work  Time management system and planning; using hours in first semester, possibly point system in second semester  Slack meeting times; 6am-9am, 6pm-12am | |
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| 30min | Task Assignments | Lyndon |

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| Discussion |  |
| Documentation Manager: Find good documentation software; Liam  Git Manager: Krishna  Usability Manager: Shenal; Migara; Are to make sure the system meets usability requirements  Dev Manager: Jimmy; manages developers and makes sure they’re getting work done  Testing Manager: In charge of making sure testing is being done correctly; Lyndon  Software Architect: Keagan, Lyndon, Jimmy; in charge of UML creation etc.  Assignment of tasks on Jira | |
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| 7min | Worklogs | Lyndon |

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| Discussion |  |
| Setting up work contribution sheet  All members need to fill out worklogs and contribution sheets. | |
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| 20min | Project Requirements | Lyndon |

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| Discussion |  |
| Device Communication  Video Streaming  Hand Gesture Recognition  Object Recognition  Documentation: 2 weeks  High-Level Design: 1-2 weeks.  Device Communication: 1 week  Video Streaming: 1 week  Next Client Meeting:  Present Deliverable of video streaming | |
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| 5min | Sprint Planning | Lyndon |

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| Discussion |  |
| Can’t start sprint planning in detail until architecture is complete.  Set up mini sprint over the mid-semester break. | |
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| 4min | Documentation | Lyndon |

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| Discussion |  |
| Client agreement form: week 6  Project Plan: week 5  Quality Assurance Plan: week 5 | |
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| 5min | Action Items | Lyndon |

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| Discussion |  |
| client agreement form  requirements form  project plan  sprint plan  assessment criteria | |
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| min | Risk Management | Lyndon |

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| Discussion |  |
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