Team Meeting

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| Minutes | [19/04/18] | 1:00PM | 1A Library |

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| Meeting called by | Lyndon |
| Type of meeting | Team meeting |
| Facilitator | Lyndon |
| Note taker | Krishna |
| Timekeeper |  |
| Attendees | Lyndon, Liam, Keagan, Krishna, Ayub, Dineth |

## Agenda topics

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| [Time Allotted] | [Meeting Minutes] | [Presenter] |

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| Discussion |  | | |
| Ayub and Kosala working on it. | | | |

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| [Time Allotted] | [Peer Review Form] | [Presenter] |

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| Discussion |  | | |
| Krishna submitted, Kosala need to check | | | |

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| [Time Allotted] | [Worklog] | [Presenter] |

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| Discussion |  | | |
| Need to be completed by Friday. | | | |

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| [Time Allotted] | [Last week Progress] | [Presenter] |

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| Discussion |  | | |
| Peer reviews done | | | |
| All the documents submitted, although a bit late  Major Risks Sprint planning  Project Architecture  Review Quality Assurance (strict deadlines needed however more accurate estimates need to be performed)  Project setup (IDE, tools and technologies) | | | |
| Conclusions |  | | |
| Perform multiple spikes rather than sprint | | | |
| Get comfortable with the tools | | | |

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| [Time Allotted] | [Social meeting] | [Presenter] |

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| Discussion |  | | |
| Proposed date: 29th April, Sunday | | | |

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| Action Items | Create an up-to-date plan  Get the architecture done  Setup Android Studio/ environment  Create a spike for a prototype and use that for demonstration of the prototype |