Team Meeting

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| Minutes | 26/04/18 | 1:00 pm | amdc303 |

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| Meeting called by | Keagan |
| Type of meeting | Team |
| Facilitator | Keagan |
| Note taker | Ayub |
| Timekeeper | --- |
| Attendees | All members expet Lyndon |

## Agenda topics

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| [Time Allotted] | [**Action Items** | Lyndon |

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| Discussion | * Test Plan → Will be worked on by Jimmy * SRS → Complete up for review * Project Plan → Will be done this weekend * Architecture → Class diagrams, Activity Diagrams Wednesday night class diagrams * Android studio → Download android studio before we start coding * Meeting Minutes almost sorted still need week 6 meeting * Jira Spike → Communication live streaming for spike 1 * SQAP → Monday night |

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| [Time Allotted] | [**Review On last week progress** | Lyndon |

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| Discussion | * Contribution and Meeting minutes late most documents were on time * Techniques to get prompt submission → Deadlines, naming and shaming |

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| [Time Allotted] | [**Tasks** | Lyndon |

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| Discussion | * Contribution Sheets → Midnight Sunday * WBS → Done * Video → Storyboard/ we will need questions to answer * Talk about what the design will be in the end * Plan Who talks about what * Everyone will have to be there * Documentation standards → Sunday night |

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| Action items | Person responsible | Deadline |
| Test Plan | Jimmy, Ayub, Krishna, Dineth | Saturday night |
| Project Plan | Keagan | End of Weekend |
| Class Diagrams |  | Wednesday night |
| Download Android | everyone | Before we start coding |
| SQAP | Krishna | Monday night |
| Contribution Sheets | everyone | Every weeks midnight Sunday |
| Documentation Standards | Liam | Sunday night |