**IFB299 – Team Meeting 8 (Team 82)**

***Development Project:*** *Community Organisation*

***Client Team:*** *Team 81*

***Date and Time:*** Wednesday 5th October, 2016 – 9:00 am

***Attendees:***

* Tess
* Peipei ‘Christy’
* Kent
* Jiyoung
* Kris
* Sahib
* Se Jun

***Agenda:***

* Assess completion of Sprint 3 tasks thus far
* Work on acceptance testing requirements for reporting

***Minutes:***

* Assess completion of Sprint 3 tasks thus far
  + Team collectively discussed the completion of Sprint 3 tasks to determine if we were on track or not
  + Team also finalised the hours taken for the completed tasks for Sprint 3 and consequently updated the Sprint and Release Burndown charts accordingly
* Work on acceptance testing requirements for reporting
  + Team came to an agreement as to which team members were going to focus on the different forms of acceptance and user testing
  + Team members were allocated these testing types and were required to prepare reports based on these tests to present at the conclusion of the Release (we agreed this would be due at the end of Week 13), with the allocation of tasks as follows:
    - Unit Testing – Kris and Peipei
    - Component Testing – Kris and Peipei
    - System Integration – Se Jun
    - User Acceptance – Kent and Sahib
    - Regression Testing – Sahib
    - Development of the User Testing Questionnaire and Test Scripts – Tess
    - Continuation of Website Development (Coding) – Ji Young, Se Jun and Kris

***Next Meeting:***

* Before the next workshop, the team will meet again to discuss the completion of tasks for Sprint 3 (Week 2) in preparation for the Peer Review Demonstration in class to be presented to the client and tutor to illustrate our progress thus far