

CITS3200 Team 15

Minutes of Meeting 2 held on August 11, 2021

Present: Chauntelle, Thomas, Angus, Iffah, Elon (Haoyuan), Qiulan

Project manager: Thomas

Minutes: Chauntelle

Meeting Started: 9:30am

<u>TASK</u>	<u>ACTION</u>
<p>2.1 Roles and Skills & Resources Audit</p> <p>Changed original plan of 2 week rotation as this would be too confusing. Better idea is to have set roles and change only a few times. Went through Skills & Resources Audit together as a team and assigned new roles based on results.</p> <p>New roles</p> <ul style="list-style-type: none">• Thomas new Project manager<ul style="list-style-type: none">◦ Chauntelle next rotation• Coders: Iffah, Angus, Thomas• Documentor as of next week: Elon <p>To do</p> <ul style="list-style-type: none">• Qiulan joined our team today. Qiulan to catch up on the project thus far.• Everyone to fill in Skills and Resources Audit	Qiulan
<p>2.2 Programming</p> <p>Discussed usable programming languages for the project.</p> <ul style="list-style-type: none">• Thomas to set up Flask backbone• Angus to research designing ERD diagram	Thomas, Angus
<p>2.3 Auditor meeting preparation</p> <ul style="list-style-type: none">• Chauntelle to create presentation of agenda• Thomas to prepare as Project Manager	Chauntelle, Thomas
<p>2.4 Client</p> <p>Thomas to email the client asking if they are free next week</p>	Thomas
<p>2.5 Date of next meeting</p> <p>Auditor meeting on August Thursday 11th, 2021.</p> <p>Everyone to submit time sheets by 5:00pm Friday.</p>	All

Meeting Closed: 10:30am