

# CITS3200 Team 15

## Minutes of Meeting 4 held on August 18, 2021

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

Apologies:

Absent: Angus

Meeting Started: 9:30AM

Project manager: Thomas

Minutes: Elon

Coders: Iffah, Angus

Meeting Started: 9:30am

TASK	<u>ACTION</u>
4.1 Google Drive issues  Help Qiulan on uploading files to google drive <ul style="list-style-type: none"><li>helped Qiulan have access/edit all shared files</li><li>ensured Qiulan can upload files to google drive</li></ul> Todo: <ul style="list-style-type: none"><li>Qiulan brings her name in "Skills and Resources Audit"</li></ul>	Qiulan
4.2 Sprint1 deliverables and other Assessments  Went over risk register <ul style="list-style-type: none"><li>Agreed on the ratings in "Risk Register" collectively.</li></ul> Todo: <ul style="list-style-type: none"><li>Thomas to submit the sprint1 deliverables via csubmit</li><li>Thomas to send project auditor the sprint1 deliverables</li><li>Thomas to send a zip file with all the sprint1 deliverables to client James</li><li>Everyone to complete personal reflection and survey by Friday</li></ul>	All, Thomas
4.3 Sprint2 description  Had a read through sprint2 description <ul style="list-style-type: none"><li>Checked the due date of sprint2</li></ul> Todo: <ul style="list-style-type: none"><li>determine on when to give presentation to client</li><li>group meeting with client showing the progress of the project</li><li>Team to record client's thought in the minutes for that meeting</li><li>Team to record team's thought in the second meeting after</li><li>Team to create a set of new stories</li></ul>	All
4.4 Others <ul style="list-style-type: none"><li>Iffah finished the website wireframe design (available on google drive: designDocuments -&gt; Website wireframe)</li><li>Everyone should be familiar with Github</li></ul> Todo: <ul style="list-style-type: none"><li>Github beginners to watch github tutorials (learning resources are available)</li></ul>	All

Meeting Closed: 10:15AM