**Team 15**

**CITS3200 PROFESSIONAL COMPUTING**

## MEETING 2 AGENDA

Time: 9:30am

Date: 11th August 2021

Venue: Teams

| Tasks | Sub-tasks |
| --- | --- |
| Sprint 1 Deliverables | * Go through findings for Sprint 1 Deliverables   + Scope of work   + Skills and Resources Audit   + Risk register   + Project Acceptance Tests   + Stories * Decide on format / template for each deliverable * Prepare for Auditor meeting   + Powerpoint slides?   + Allocated topics |
| Discussions/Clarifications | * Discuss our organisation for weekly deliverables (using google drive) * Discuss findings for Sprint 1 Deliverables (see above) * Discuss timeline for project and when to meet next with client   + wk4 short meeting with questions, wk5 show them where we’re at?   + Discuss client’s $100 list and our priorities * Discuss roles – 2-week rotations probably not a good solution   + Discuss everyone’s strengths / what they are willing/capable of doing * Discuss how everyone is going with using GitHub   + Tom to discuss setting up (flask?) skeleton project * Discuss addition of a new team member   + When to catch her up - Thursday meeting? give summary of project?   + What availability she has |
| To Do | * Allocate topics from Sprint 1 Deliverables for each team member to document * Plan agenda for the next meeting (tomorrow) |
| Next Meeting  Thurs 12th Aug 21 | * Items to discuss/do:   + Finalise sprint 1   + Have powerpoint ready   + Summarise project for Qiulan?     - project description     - client meeting - requirements     - 100 dollar test     - where we’re at now * Tasks to assign:   + Sprint 1 deliverables     - Fill in skills and resource audit - EVERYONE     - Scope of work - discuss and assign     - risk register - just do tomorrow     - project acceptance - just do tomorrow     - stories - just do tomorrow   - “Assign roles”  - assign tasks beyond sprint 1 |