## 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 | ACTION |
| --- | --- |
| 4.1 Google Drive issues  Help Qiulan on uploading files to google drive   * helped Qiulan have access/edit all shared files * ensured Qiulan can upload files to google drive   Todo:   * Qiulan brings her name in“Skills and Resources Audit” | Qiulan |
| 4.2 Sprint1 deliverables and other Assessments  Went over risk register   * Agreed on the ratings in “Risk Register” collectively.   Todo:   * Thomas to submit the sprint1 deliverables via cssubmit * Thomas to send project auditor the sprint1 deliverables * Thomas to send a zip file with all the sprint1 deliverables to client James * Everyone to complete personal reflection and survey by Friday | All, Thomas |
| 4.3 Sprint2 description  Had a read through sprint2 description   * Checked the due date of sprint2   Todo:   * determine on when to give presentation to client * group meeting with client showing the progress of the project * Team to record client’s thought in the minutes for that meeting * Team to record team’s thought in the second meeting after * Team to create a set of new stories | All |
| 4.4 Others   * Iffah finished the website wireframe design (available on google drive: designDocuments -> Website wireframe) * Everyone should be familiar with Github   Todo:   * Github beginners to watch github tutorials (learning resources are available) | All |

Meeting Closed: 10:15AM