

# MEETING MINUTES

## *Mentor Meeting*

LOCATION: WT Level 7

DATE: 24/05/2018

TIME: 1:00 - 2:00

ATTENDEES: Kenneth Johnson, Dan Wood, Tristan Kells, Junha Yu

## Agenda Items

- Meeting to discuss status report and give update about new clients. Kenneth confirmed he has received the status report but hasn't had time to review. Will wait for project review next friday (1/06) for further feedback.
- Showed Kenneth the current work of the project.
- Discussed an issue we were having with Jira retrieving completed issues. Kenneth helped the team solve the issue, and now have access to issue/sprint history through the Jira platform.
- Agreed with Kenneth to print out three copies of the status report for the review and also to prepare a presentation of currently completed work for the project review next week.

- Next step: Prepare and complete progress review. Investigate, and implement a way to save data entered (textfile, local database, external database). Have this feature implemented before the start of the new semester.