

MEETING MINUTES

Team Meeting

LOCATION: Level 5 WT Labs, Aut, City Campus

DATE: 16/05/2018

TIME: 13:00 - 17:00

ATTENDEES: Tristan Kells, Dan Wood

Agenda Items

- Meeting to update on work that has been completed and to-do for the upcoming sprint.
- Dan and Tristan completed sprint retrospective and sprint plan for third sprint and updated our Jira board to reflect the chosen user stories from the product backlog.
- Discussed options regarding design and UX for Glance including the use of a simplified calendar view (a separate webpage) that only allows editing of one section of the calendar. User will be able to edit the clients they are working on for the week but will be unable to edit anything else such as the client list or add/remove team members. The master edit will be only accessible by the admin of the calendar.

Action items

Owner(s)

Deadline

Status Report	Tristan Kells, Dan Wood, Junha Yu	24/05/2018
Implement simplified calendar view.	Dan Wood	22/05/2018
Continue to message bulletproof for a meeting time.	Tristan Kells	22/05/2018

Date 16/05/2018

