# Tribal Good Bill Service MVP

# Meeting Minutes

# Team Meeting

# Meeting No: 12

## Meeting Details

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| **Date:** | 17/5/2023 |
| **Venue:** | Microsoft Teams |
| **Attendees:** | Rebecca, Pengkim, Xin, Nikhil, Daryll |
| **Apologies:** |  |
| **Copy To:** | Monisha, Golnoush |

**Information / Decisions**

|  |  |
| --- | --- |
| **No.** | **Item** |
| **1** | **Run through of outstanding documentation to be completed.** |
| **2** | **Any problems with meeting deadlines to be communicated minimum 24 hours before deadline.** |

**Action Items**

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| --- | --- | --- | --- |
| **No.** | **Item** | **Who** | **By** |
| **1.1** | UI Select bill & Feedback | Kate | 2pm 20/5/23 |
| **1.2** | Create user database   * Upload user bills to data base | Daryll | 2pm 20/5/23 |
| **1.3** | UI comparison  Note: Bar chart to display results with hover to display details.  Note: Comparison is against 5 providers | Pengkim | 2pm 20/5/23 |
| **1.4** | Test Plan  Note: Rebecca to complete unit testing | Kate & Pengkim | 25/5/23 |
| **1.5** | RAID Risk Register | Rebecca | 25/5/23 |
| **1.6** | Project Charter Review | Kate | 25/5/23 |
| **1.7** | Sprint documentation (Planning notes, retros, reviews, backlogs in templates, minutes, agendas) | Nikhil | 25/5/23 |
| **1.8** | Burndown Chart | Rebecca | 25/5/23 |
| **1.9** | Decision register/list of architecture decisions | Daryll | 25/5/23 |
| **1.10** | Architecture Diagrams | Daryll | 25/5/23 |
| **1.11** | Data models | Daryll | 25/5/23 |
| **1.12** | Guide for scanning further bills | Rebecca | 25/5/23 |
| **1.13** | Documentation on alternative scanning technologies (including chatPDF alternative) | Rebecca | 25/5/23 |
| **1.14** | Project Schedule & resource | Rebecca | 25/5/23 |
| **1.15** | Recommended improvements | Everyone | 25/5/23 |
| **1.16** | Request clarification from Laurence on what below deliverables entails:  Recordings and heat maps of visitor sessions Survey Results, User Testimony in MVP Validation Report How to host the website. | Pengkim | 18/5/23 |