

**BSc Computer science programme**

Course name: CM2020 – Agile software programming

Tutor group number: 5

Team number: 44

Team meeting date: May 22, 2023 07:00 PM London

Team members present:

Team members absent:

Agenda item	Time	Description	Discussion	Action points
Week 5 team activity	10min	Prerequisite investigation on technology report	<ul style="list-style-type: none"><li>- Each team member present results of their investigation</li><li>- Discuss about the report</li><li>- Discuss about research</li></ul>	/
Brainstorming for project ideas	5min	List fields and possible markets	<ul style="list-style-type: none"><li>- Gather a broad range of fields and markets</li></ul>	Produce a mind map of the outcomes

Specific ideas presentations	15min	Project ideas are presented from each team member	<ul style="list-style-type: none"> <li>- Each team member presents 2 or 3 ideas</li> <li>- Explain the main concept</li> <li>- Who is targeted ?</li> <li>- What kind of market ?</li> <li>- List existing products</li> <li>- Features which could be developed</li> </ul>	Write a short summary for each idea
Discuss and select projects	15min	Find an agreement for the project to work on and decide where we go	<ul style="list-style-type: none"> <li>- Make a shortlist of three projects and vote for the more appropriate one</li> <li>- Explain why we eliminate other projects</li> <li>- Further discussions on the remaining projects</li> <li>- Quick investigations and research</li> <li>- How is the idea innovative/interesting/useful/valuable/different ?</li> <li>- Why we chose this idea ?</li> <li>- Define a scope of what we are going to do and what we are not going to do.</li> <li>- Identify stakeholders</li> </ul>	Detailed report of the three best project ideas
User-centered design	5min	Prepare our user-centered approach	<ul style="list-style-type: none"> <li>- How are we going to find users ?</li> <li>- What kind of data gathering are we going to conduct ?</li> </ul>	

Organization	10min	Plan for coming weeks	<ul style="list-style-type: none"><li>- Reflect on our current organization</li><li>- What should be discussed on Slack and not during meetings ? Exclude weekly team activities from meetings ?</li><li>- Plan to make a detailed research about our selected project</li><li>- Distribute tasks for this research + identification of other existing products</li><li>- Define a timeline until midterm deadline</li></ul>	Produce a Gantt chart and/or an action plan
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