2021-11-09 Meeting notes

Attendees

- @mention a person to add them as an attendee and they'll be notified.

Discussion items

Time	Item	Who	Notes
10 mins	Meeting introduction!	Yash	- Prepare room walls with the designs that we'll review. - Our designers will present several new designs for new product dashboard. They'll describe the personas and user journeys.
20 mins	Review designs	Designers	We'll collect initial feedback on the proposed designs.
10 mins	Assign action items	Everyone	Assign action items based on feedback.

Artefacts

These are the designs we discussed during the meeting and the feedback we provided. Click an image to preview it, and put any additional feedback on it using file comments.
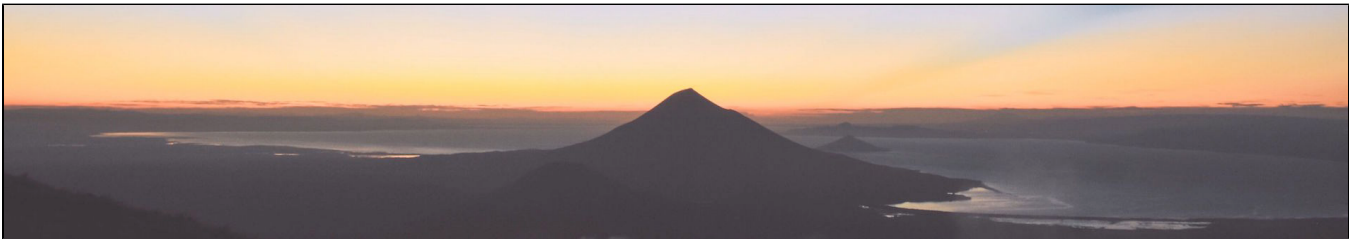

Action items

- Emma to collect all of the feedback and document it on a separate page by 30 Sep 2017.
- Harvey to proceed with getting executive approval for our chosen designs.
- Alana to provide an updated version of the designs by 26 Jan 2018 and work with the design manager for process requirements.

Test

Training schedule and timeline

Welcome to your first space. Go ahead, edit and customize this home page any way you like. We've added some sample content to get you started.
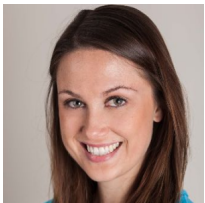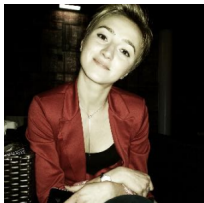
Goal

To do better performance

Core team

Harvey Honner-white	Alana Baczewski	Sameer Farrell	Mia Bednarczyk
Team Lead	Tech Lead	Marketing	Recruitment

Roadmap

You can edit this roadmap or create a new one by adding the Roadmap Planner macro from the Insert menu. Link your Confluence pages to each bar to add visibility, and find more tips by reading the Atlassian blog: Plan better in 2015 with the Roadmap Planner macro.

Know your spaces

Everything your team is working on - meeting notes and agendas, project plans and timelines, technical documentation and more - is located in a space; it's home base for your team.

A small team should plan to have a space for the team, and a space for each big project. If you'll be working in Confluence with several other teams and departments, we recommend a space for each team as well as a space for each major cross-team project. The key is to think of a space as the container that holds all the important stuff - like pages, files, and blog posts - a team, group, or project needs to work.

Know your pages

Quick navigation

When you create new pages in this space, they'll appear here automatically.

- Jira reports
- Mail Test

Useful links

Link	Description
Confluence 101: organize your work in spaces	Chances are, the information you need to do your job lives in multiple places. Word docs, Evernote files, email, PDFs, even Post-it notes. It's scattered among different systems. And to make matters worse, *the stuff your teammates need is equally siloed.* If information had feelings, it would be lonely. But with Confluence, you can bring all that information into one place.
Confluence 101: discuss work with your team	Getting a project outlined and adding the right content are just the first steps. Now it's time for your team to weigh in. Confluence makes it easy to discuss your work - with your team, your boss, or your entire company - in the same place where you organized and created it.
Confluence 101: create content with pages	Think of pages as a New Age "document." If Word docs were rotary phones, Confluence pages would be smart phones. A smart phone still makes calls (like their rotary counterparts), but it can do so much more than that

If you're working on something related to your team - project plans, product requirements, blog posts, internal communications, you name it - create and store it in a Confluence page. Confluence pages offer a lot of flexibility in creating and storing information, and there are a number of useful page templates included to get you started, like the meeting notes template. Your spaces should be filled with pages that document your business processes, outline your plans, contain your files, and report on your progress. The more you learn to do in Confluence (adding tables and graphs, or embedding video and links are great places to start), the more engaging and helpful your pages will become.

Learn more by reading Confluence 101: organize your work in spaces

Tasks

- Customize the name, colour, and icon of Confluence.
- Decide who can see and edit this space or a specific page by clicking the 🔓 icon. Learn more about Page Restrictions and Space Permissions.
- Try adding an inline comment by highlighting some text and click the comment icon.
- Learn more about inviting your team to Confluence.

Jira reports

Add Jira Report

Title	Date	Issues	Status
Mail Test	Nov 11, 2021	7 issues	

Mail Test

Date	Nov 11, 2021
Issues	7 issues

Summary

Important highlights from this release

All updates for this release

Epic

- MT-7 [TO DO] New joiner

Task

- MT-6 [IN PROGRESS] Test Issue 6
- MT-5 [IN PROGRESS] Test Issue 5
- MT-4 [IN PROGRESS] Test Issue 4

Story

- MT-3 [TO DO] Test Issue 3
- MT-2 [TO DO] Test Issue 2
- MT-1 [TO DO] test issue 1

MT-8 - Fix Bugs [TO DO]