

## BSc Computer science programme

Course name: Agile Software Projects

Tutor group number: tutor group 02

Team number: Team 17

Team meeting date: 17 May 2021

Team members present: Marlene, Felix, Zakiyyah, Alexia

Team members absent: James, Shujun-Lee

Agenda item/Time	Description	Discussion	Action Points
Initial Introductions from team members	Introduce ourselves to each other	Introductions	None
Discussed this week's Team activity and deliverable	Members share what they have done for this weeks activity	We discussed the <a href="#">technology report</a> given and presented our deliverables. There was some discussion on how to present these activities in the future. We plan to present mainly in document form in the future	Share individual task items in a shared <a href="#">document</a>

Planning how we want to work going forward	Discuss specifics and details of how we want to work together going forward.	We decided we will share ideas about the project we want to do in our Slack channel. We will also share minutes, agenda, docs etc. using Github and also use Trello once we begin our project. Finally we decided we will meet once a week on Mondays to check in on progress so far.	-read about midterm and share thoughts slack -start thinking about potential projects for final -post potential project ideas in the slack -find out what type of projects last semesters group did -think research methods we use

### Meeting notes:

This meeting managed to:

1. Do initial introductions
2. Plan how we'll move forward
3. Discuss version control and creating docs

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4. Discuss some of our priorities leading up to the mid-term
5. Decide how often we can meet

### Action points:

- read about midterm and share thoughts slack
- start thinking about potential projects for final
- post potential project ideas in the slack
- find out what type of projects last semesters group did
- think research methods we use