Minutes - Meeting with Supervisor
Team 18

Date	13/05/16	Duration (hrs)	1
Time	10:00PM	Location	WT711

Agenda

- ❖ Progress report to Waqar
- ❖ Show architecture diagram
- ❖ Ask about escalating communication with James

Action Items

1. Associate work with some user stories to show progress — Everyone
2. Add planned and actual columns gantt — Miguel
3. Update new version of architecture diagram — John
4. Discuss with James how we can resolve how we can keep communication — Everyone
5. Compose Email/Slack/Text to James for demo/review/kickoff sprint meeting — Miguel
6. Note changes of tasks on SBL for actual work done — Adam
7. Plan discussion with Chris — Everyone
8. Scope change document add event from Sprint 1
   https://docs.google.com/document/d/1la0rSuLbducTNoDe5VeOhbpw3T3E64r4WMmHDLah9ko/edit — John

Notes

- Progress
  - We allowed more work to flow into the sprint
    - Stakeholder adds item to sprint
    - We thought it was okay
    - But it didn't allow us to complete our initially planned items to complete
    - http://agilemodeling.com/essays/changeManagement.htm
  - Did not estimate effort well (reason)
    - We thought that we could do all (US)
    - We didn't know what was actually required from the US functionality
  - We didn't plan well
  - We didn't capture it well
  - But we did work
  - Link initial work to sbl US
    - Or scrap sbl
      - Change items into work items
      - Add setup of system to reduce technical debt
- Negotiate with extra work that is given
- Add planned and actual columns gantt
- Chris' Absence
  - Currently unwell

Attendees	Role
Waquar Hussain Adam Campbell John Cave Miguel Saavedra	Supervisor Team Leader

Version
<v1.0> Document created - 05/03/16 <v1.1> Changed style of document - 06/03/16

Recorded by
MIGUEL SAAVEDRA