

Meeting Minutes

Team 18



Date	07/03/16	Duration (hrs)	2:00
Time	2:00PM	Location:	John's Flat

Agenda

- ❖ What is billable (Meeting, Research, Lectures)
- ❖ Project proposal Document - Set meeting tomorrow
- ❖ Planning meetings with Cloud house weekly
- ❖ Draw up skills document (confidence)
- ❖ Project planning (generate)
- ❖ Need to make informed questions for meeting on wednesday
 - > Look at features that other CMS' have
 - > Write questions about the CMS we may build
- ❖ Decide on Team name
- ❖ Key points document of CMS research
 - > fundamental functions
 - > Niche functions

Action Items

1. Create skills document (Confidence matrix)
 - a. Generate template
2. Decide on Team name
3. Research on CMS → Formulate Questions
4. Read Project proposal guide
5. Book a time for presentation - Later the better
 - a. Check which week the booking will be available

Notes

- Log brief description and separate document with billable hours
 - meetings, Lectures, Work and Research is all billable
- Meeting the team
 - relay through james
 - meeting higher management as well
 - maintain weekly meetings
 - Frequently communicate with the client
- Cloud house
 - excited to meet our group
 - haven't talked to AUT for a while

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- Think about Questions
 - What will it fulfill to assist cloud house
 - what will it do
 - what value does it bring to the customer
 - Planning document
 - Planning each week
 - This Week Planning
 - content for proposal
 - template for proposal
 - affirm meeting
 - Next Week Planning
 - Need more information from the client
 - Tuesday meeting
 - skills document (confidence matrix)
 - proposal document discussion
 - Proposal
 - Convincing that the company needs this product
 - Look at Project proposal document

Attendees	Role
Adam Campbell	Team Leader
John Cave	
Miguel Saavedra	

Version

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