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| Subject: | *Software Innovation Studio* |
| Meeting Date: | *14/08/2022* |
| Attendees: | *Himanshu, Harrison, Amana, Jacob, Maria, Anesu, Mitch* |
| Minutes Issued By: | *Amana* |
| **Meeting Type (Standup or Retrospective) and** **Meeting Agenda** | |
| *Meeting Type: Online via Teams*  *Agenda:*   1. *Discussed roles and responsibilities of each team member* 2. *Designate team lead, meeting minutes taker and weekly journal taker* 3. *Learnt how sprint board works in GitHub and need to add priority to tasks* 4. *Need sprint planning session for sprint board after SRS is done* 5. *Discussed technology stack* 6. *BE and FE features (two members, one for BE data and one for FE UI implementation using data.* 7. *Design and UI process* 8. *Adobe XD for initial FE experience* 9. *Tech Stack (Python, Azure SQL, possibly user db in Azure, Node server (middleware), Node and React FE.* | |

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| **Progress/timeline summarise** |
| *Milestones:*   * *Roles and responsibility* * *Task management* * *Tech stack*   *Main/Actual Progress:* (*Summarise the actual project progress by today workshop and self-evaluation:* J or L)   * Our team has made great progress in our project. We have managed to assign roles and responsivities for each team member, we also established the software we will be using for task management and the tech stack. Overall, our team has made satisfactory progress in our project. In our next meeting, we plan to add priority to tasks and discuss the scope of the project. |

| **Discussion** **and Decisions/Actions** (such as project scope, timeline, task re-assignment, …) |
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| 1. *Roles and Responsibility*  * Discussed the roles and responsibilities each member will be taking on throughout the project. This gave all team members an understanding of what is expected of them in the group, how to operate and how to achieve the group’s objectives. It also maximises efficiency and ensures all requirements are met. * Himanshu is team lead, Jacob is Frontend Developer Lead, Mitch is Scrum Master, Harrison is backend lead, Maria is a BA, Anesu is doing Unit Testing and Amana is doing frontend development.  1. *Task Management*  * Discussed the best software to use to organise tickets, finished code etc. After talking about the pros and cons of different types of software, we decided to use GitHub because it is easy to create issues, break them into tasks, track relationships, add custom fields, and have conversations. GitHub also has the feature of visualising large projects as spreadsheets or boards and automating everything with code.  1. *Tech stack*  * *After thoughtful discussion our team would use Python, Azure SQL, Node server (middleware), Node and React (frontend). These were chosen as most members of the team were highly familiar with them and all of them are open-source software.* |

| **Miscellaneous Items:** |
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| 1. *Next time we need to add priority to tasks* 2. *Define scope of project* |