

Meeting Agenda

Group: Ipren

Date: 9/9/2019

Time: 09:00 - 10:00

Chair: Johan Lindkvist

Participants: Johan, Ömer, Mohamad, David, Alex

Objectives

- *Resolve any issues preventing the team to continue.*
- *Short clear descriptions.*

To write a group contract, show and discuss everyone's sketches and assign roles to everyone.

Reports from previous meeting

- *Each group member reports outcome of assigned issues, see also 'outcomes and assignments'.*

Everyone made sketches of the UI but we didn't manage to review them at this meeting as time ran out.

Discussion items

- *Discuss the identified issues, and possibly new or more general issues (very short notes and/or keywords).*

We started discussing the group contract. We had a old group contract from a previous course that we used as a blueprint. We went through every point on this contract, changing and adding as we saw fit.

Another thing discussed outside the contract was that we decided not to write who said what in the meeting protocols, only on the reports.

After the we got through all the points in the contract and everyone agreed we started discussing administrative roles.

Outcomes and assignments

- *Outcomes from discussion items. Write down what's decided and why it was decided. Sync with other documentation (add terms to wordbook).*
- *(re)Assign to each group member which issues to solve.*

Group contract:

The major things we added were that we want to be notified in advance if someone is coming late or not at all to a meeting via slack so we don't have to wait. We decided to keep a protocol of this and if we start to see a pattern from someone of this behaviour we write it in the meeting protocol.

Another thing stressed was that we want to work continuously so we don't end up with loads of work the days before deadlines.

Administrative roles:

Johan continues his place with writing meeting protocols and organising the meetings.

Mohamad was selected as the administrator for scheduling and sending in files etc. We also discussed having a sprint manager but decided to put it on hold until we get into the process a little bit more. Also a quality assurance role was discussed but we decided not to go through with that, instead everyone sits down and tests together. David, Alex and Ömer was assigned with working on the documentation, but we hadn't got much information on this yet so we didn't discuss it in depth.

Wrap up

- *Write down any unresolved issues for next meeting.*
- *Decide a time and location for next meeting.*

We didn't have time to discuss the sketches so we decided to do that on the next meeting on wednesday 11/9, 15:00. We also decided that everyone should make some user stories from their respective sketches until then.

We want to get the UI and user stories down next meeting and then start with the domain model.