Group Meeting Journal

Meeting 1:

Date: Tuesday 25th of July

Time: 2-4pm

Location: Library Room V511

Objectives:

During the team meeting, the key objectives of the meeting was to continue work that was started during Monday's Tutorial. The required work is to be completed and uploaded to the repository before the due date which is Wednesday the 26th of July at 11:59pm. The follow tasks that need to be finalised by the group is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | Status | Output |
| Client and Developer Features | Client features are what the client team wants to see developed in the project.  Developer features are what the developer team think should be in the project. Each discipline (IS and CS) will brainstorm features in order to incorporate the knowledge of both areas. | Incomplete | The client features are completed along with the some of the developer features done by the Computer Science team. The Information System team need to brainstorm there developer features and will be done individual throughout the following days. |
| SCRUM Roles | Each team member as outlined in the tutorial should be delegated a specific role in the group based on SCRUM Roles. | Completed | The role of each group member is as follows:  Client:   * Jamie Kostaschuk   SCRUM Master:   * Caleb Spencer   Developer Team:   * Caleb Spencer * Bryce Walton * Michael Donato * Jason Tam |
| Team Agreement | The team agreement is a document that outlines the principles of effective teamwork and how they will be applied to the group throughout the course of the project. It acts as a contract between team members regarding each members obligations and responsibilities to ensure a successful outcome. | Completed | The group created a team agreement stating a number of principles that each member must follow to ensure a successful project outcome. It also states what will penalties will occur when these rules are broken by any member and ensured that the agreement was approved by everyone. This agreement includes a signed declaration stating that we agree to the terms and conditions within the document. |

Meeting 2.1:

Date: Monday 31st of July

Time: 1-3pm

Location: Q Block Room 224 (Tutorial)

Objectives:

During the team meeting, the key objectives of the meeting was to discuss the list of the gathered requirements that both the client and developer team have compiled from the previous week and use this in order to create an initial set of user stories. These objectives need to be completed at the latest two days before week 3 tutorial [Friday, 4th of August]. The follow tasks that need to be finalised by the group is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | Status | Output |
| Finalise Requirements List | From the compiled requirements, the team must discuss to remove any duplicate or redundant requirements, add any last minute requirements that could be implemented and briefly discuss the validity of each requirement. | Completed | A finalised list of requirements is created that will be used in the creation of user stories. This list has analysed by the team and each member agrees with the list. |
| Develop User Stories | A list of user stories are made from these requirements which show the desired features of different stakeholders from their perspective. | Incomplete | An outline of the user stories were created at the end of the meeting and was decided that further work creating and refining these stories would be delegated among group members and performed individual throughout the following days. A group meeting may be required to finalise the weeks work. |

Meeting 2.2:

Date: Wednesday 2nd of August

Time: 12:00-1:30pm

Location: Online [Discord]

Objectives:

An extension on the previous meeting. The main objective is to refine and complete a solid set of user stories. The team will also begin a set of tasks that will be delegated to different subsets of members.

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | Status | Output |
| Refine User Stories | From the list of initial user stories, the team will refine the these stories by ensuring that each of them comply with the general structure of a user story as well as follows the INVEST rule. | Completed | The list of initial user stories was refined in order to create a refined set of user stories. As the project planning moves further along the cycle, it may be necessary to revisit this list and create additional requirements/stories, modify existing stories or split up overly complex stories. |
| Define method for Prioritisation | To plan for following work, the Information Systems team will decide what method will be used to prioritise these user stories will be prioritised as well as an agreed upon criteria of how these stories will be prioritised. | Not Started | Will be done in the following meeting. |

Meeting 3:

Date: Monday 7th of August

Time: 1-3pm

Location: Q Block Room 224 (Tutorial)

Notes:

* Michael was sick and couldn't attend the meeting.

Objectives:

During the team meeting, the key objectives of the meeting was to complete the prioritisation tasks and estimation of the compiled list of user stories. These objectives need to be completed at the latest two business days before week 4 tutorial [Wednesday, 9th of August]. The acceptance criteria of the user stories needs to be completed two days before week 4 tutorial [Friday, 11th of August]. The follow tasks that need to be finalised by the group is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | Status | Output |
| Define method for Prioritisation | As a part of the next phase of planning, each of the user stories are to be prioritised as to identify which features are the most important for implementation. The team must choose what method will be used to prioritise these stories as well as the criteria that will be used to rate the importance of the stories. | Completed | The team decided to use the MoSCoW approach to prioritise the stories in which features are identified as a Must, Should, Could or Won't and is a very popular method in prioritisation. The criteria that the team will use will be based on the value the feature provides, the risk of implementation and the relationship to other features. |
| Prioritise User Stories | Completed | Using the MoSCoW technique the stories were given a preliminary ranking. This rank may be subject to change throughout the week and may need to be reassessed. |
| Develop Acceptance Criteria | The acceptance criteria provides a rough outline of how a feature may be implemented within the product. | Not Started | The team decided that the acceptance criteria wasn't a top priority task and therefore the acceptance criteria will be done throughout the week individual by all team members. |
| Estimation Process | The estimation process is used to determine the relative work load of the overall project as well as each of the features when implementing them. | Incomplete | Estimation of each of the user stories was started during the group meeting and is to be continued and finalised during the next group meeting. |

Notes:

* Story Point is not a unit of time
  + Ideal days or Team days
  + Consistency (All 2's require the same amount of time)
  + Relativity (4 is twice as big as a 2)
  + Fungibility (All 4's are interchangeable)

Example

* Team of 5
* (Ideal Team Day)10 Hours per person per week (50 Hours a Week)
* (Ideal Day) 2 Hours per day/per person

Velocity:

* 5 Team Members
* 2 Ideal Hours per day
* 20 Work Days
* 1/3

5 members x 4 week sprint (20 days) = 100 potential days

100 days by 1/3 = 33 ideal days

33 Ideal Days of Work

Meeting 4:

Date: Tuesday 8th of August

Time: 2:30 - 4:00pm

Location: Botanic Bar

Notes:

* Michael was sick and couldn't attend the meeting.

Objectives:

Continuation of yesterdays group meetings. Task are as followed below:

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | Status | Output |
| User Story Estimation | Work on estimating the work load required for each user story is continued by the group. When estimating each of the stories we based each story point allocation on how many hours the teams thinks it will take to implement, the difficulty of implementation and if there is any training required. | Completed | Each of the prioritised user stories were given a story point of 1, 2, 4, 8, 16 or 32 which shows the estimated work load to implement each of the user stories. |
| Technology Grid | A technology grid will also be constructed by the Computer Science members which will allow the full scope of each user story to be captured by showing which stories will involve the different types of technology. | Completed | All the stories were placed inside the grid where each technology related to the story is listed. It may be necessary to come back to this list as in the very early stages of planning, only a very surface level understanding of required technologies is known. |

Meeting 5:

Date: Monday 14th of August

Time: 1:00 - 3:00pm

Location: Q Block Room 224 (Tutorial)

Objectives:

During the team meeting, the key objectives of the meeting was to finalise and polish all the work we have done up to this point. These objectives need to be completed before the week 5 tutorial [Sunday, 20th of August] and to be submitted by the one of the group members. The following tasks that need to be completed is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | Status | Output |
| Finalise User Stories | Both the user stories including prioritisation and acceptance criteria, as well as the estimation of stories need to finalised and refined for final submission. | Incomplete | Since this was not done during the tutorial, this will need to be completed individually be each group member before the following meeting. Major issues during the final checks of user stories will also be resolved during the next meetings. |
| Finalise Estimation |
| Release and Sprint Plan | The goal of the release plan is to assemble stories into logical groups for releases and break down the first release into a series of sprints. From here the group can decompose the stories selected for the first sprint into implementation tasks. | Incomplete | Work on the release and sprint plan will be continued during the following meetings. This plan be refined and completed over the coming week in preparation for the final submission on Sunday. Group input into the plan is compulsory. |

Meeting 5.1:

Date: Wednesday 16th of August

Time: 3:30 - 6:00pm

Location: Discord

Objectives:

The key objective of the meeting was to complete and finalise the rough drafts of previous meetings work in order to begin creating the required deliverables for Sunday. These objectives need to be completed before the week 5 tutorial [Sunday, 20th of August] and to be submitted by the one of the group members. The following tasks that need to be completed is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | Status | Output |
| Create Completed Product Backlog | Transfer to the completed (estimated/prioritised) user stories into a readable format in the form of story cards. These story cards will form our product backlog. | Completed | All the user stories were checked that all information for each user story was present and any missing information was filled in. These user stories were then transferred into the product backlog in a more readable format. |
| Release and Sprint Plan | The goal of the release plan is to assemble stories into logical groups for releases and break down the first release into a series of sprints. From here the group can decompose the stories selected for the first sprint into implementation tasks. | Completed | As a team, we spread out the user stories that we were going to add across three releases and planned our first release which included most of our must stories that would build up the framework for future features to be added. |

Meeting 5.2:

Date: Sunday 20th of August

Time: 11am - 2:30pm

Location: Discord

Notes:

* Bryce, Michael and Jason weren't present.

Objectives:

The key objective of the meeting was a continuation of last meetings objectives which includes refining the content in preparation for submission. These objectives need to be completed before the week 5 tutorial [Sunday, 20th of August] and to be submitted by the one of the group members. The following tasks that need to be completed is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | Status | Output |
| Refine Release and Sprint Plan | The stories that were assigned to the various releases were revised and changed in order to suit how they were prioritised. | Completed | Finalised version of the release and sprint plan. |
| Refine Product Backlog | The new user stories that were added were then completed. Any stories that were thought to be rough were refined. Some of the stories were also altered after being revised. | Completed | Finalised version of the product backlog. |

Meeting 6.1:

Date: Monday 21st of August

Time: 1:00 - 3:00pm

Locations: Q Block Room 224 (Tutorial)

Objectives:

The key objective of the meeting was a continuation of last meetings objectives which includes refining the content in preparation for submission. All deliverables will be submitted by the end of the day by 11:59pm.

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | Status | Output |
| Documentation Formatting, Presentation, Check | The story cards and release/sprint plan documents are formatted so that they are presentable and double checks are performed to ensure that there are no mistakes. | Complete | Release Plan, First Sprint Plan and the product backlog were submitted. |

Meeting 6.2:

Date: Sunday 27th of August

Time: 1:30 - 2:30pm

Location: Discord

Objectives:

The key objective of the meeting was to delegate next week's tasks amongst the members in order to stay on track for the project. All deliverables will be uploaded to the Git Hub by Sunday the 3rd of September.

Notes:

* Bryce and Jason were not present due to family reasons and other workload.

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | Status | Output |
| Delegate Tasks for Week 6 | We wanted to plan for next week's deliverable and wanted to delegate tasks for each group member to have completed. | Complete | IS members will focus work on modelling the various diagrams that will help map out the project. CS students will mainly focus on working on the implementing the user stories in the project. Note the all group members should be included throughout all work done. |

Meeting 7:

Date: Monday 28th of August

Time: 1:00pm - 3:00pm

Location: Q Block Room 224 (Tutorial)

Objectives:

The key objective of the meeting was to commence work on the general tasks that need to be completed before main work on the project can start. All deliverables will be uploaded to the Git Hub by Sunday the 3rd of September.

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | Status | Output |
| Database Work (CS) | This work encompasses creating relationship models as to understand what type of information will be stored within the database as well as setting up the database itself. | Incomplete | The relationship models were completed but the setup of the database will be completed at a later time. |
| Setup Project Environment (CS) | Setting up the environment that the project will be build on needs to be completed along in order to commence work on the project. | Not Started | Insufficient knowledge on Django meant that this wasn't done. The knowledge will be required in order to be done in the future. |
| Models (IS) | Logical & Physical Software Architecture, Dataflow and Component Diagrams will be model in order to get a good understanding of the layout of the project. | Incomplete | Work on these diagrams were started but not completed. These diagrams were delegated to each of the IS members to be done by next week. |

Meeting 8:

Date: Sunday 3rd of September

Time: 8:00 - 8:40pm

Location: Discord

Objectives:

The key objective of the meeting was to delegate the following weeks tasks and to see where everyone was at with the current work. The project plan was also negotiated in order to plan when each of the tasks need to be done by to stay on schedule. Changes might need to be made if sufficient progress isn't made. All work done throughout the week will be uploaded to the Git Hub Repository.

Notes:

* Bryce was not present due to Work commitments.

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | Status | Output |
| Negotiated Schedule | Since we are running behind schedule due to other circumstances we decided whether or not to replan the schedule. | Complete | We planned the remaining stories throughout the next two weeks and if we follow this plan the project should be completed. Along with the general tasks, stories 4, 3 and 11 will be done during week 3 with the remaining stories being completed in week 4 leading up to submission. |
| Plan Future Meetings | Since planning for meetings has been difficult for our team, we decided it would be a good idea to pre plan meetings a week in advance to allow members to plan around this. | Complete | Group planned two meetings that the majority of team members could attend.  Monday 3pm - 4pm  Thursday 1pm - ???  Saturday 7pm - ??? |

Daily Scrum:  
For the past two weeks team hasn't been keeping up to date with the project schedule due to other commitments during the first week. During the second week the CS members began to learning how to use Django in order to commence major work during week three. The IS team had completed the models that had been delegated to them and has been documenting the progress of the sprint so far.

|  |  |
| --- | --- |
| **Tasks done so far:** | |
| Sprint Week 1 | * Set up Programming Environment   + Setting up the Django Project   + Creating Templates * Learning Django   + Unforseen Task   + Took roughly a week to do * Basic Home Page Layout |
| Sprint Week 2 |
| **Tasks need completing:** | |
| Sprint Week 3 | * These stories will be completed during week 3:   + Story 3 (Three Unique Accounts)   + Story 4 (Compulsory Registration Information)   + Story 11 (Login/Registration) * Database will be created during the development of these stories |
| Sprint Week 4 | * These stories will be completed during week 4:   + Story 30 (User Profile Settings)   + Story 15 (User City Information) * Ongoing tasks will be implemented throughout the next 2 weeks:   + Story 13 (Ability to Expand)   + Story 8 (Secure Website) |

Meeting 9:

Date: Monday 4th of September

Time: 1:00pm - 4:00pm

Location: Q Block Room 224 (Tutorial)

Objectives:

The key objective of the meeting was to see how much work has been done so far in terms of the project and plan for the following two weeks. All work done throughout the week will be uploaded to the Git Hub Repository.

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | Status | Output |
| Refine Diagrams | From the rough drafts that were created these diagrams needed to be refined and checked for errors. | Incomplete | Refined versions of two of the three diagrams were completed. |
| Refine User Interface Designs | From the initial interface designs we needed to create high fidelity versions that included a more in-depth understanding of how each of the stories will be implemented and the structure of the website. | Incomplete | Work on making refined interface designs was started and will be completed by the next team meeting. |
| Setup Database | One of the general tasks left to complete is the setting up the database so that the location and user information can be stored and linked to the site. | Incomplete | It was discovered through research that creating the database couldn't be done until the user registration/login is implemented. |
| General Site Layout | In order to properly implement the user stories we need to create the general layout of the site. | Incomplete | Work of this is well underway, though a little more knowledge is needed for this to be completed. Stories will be completed as this is done and is an ongoing task. |

Daily Scrum:

During the meeting the team decided that by the next team meeting the following tasks will be completed or near to completion. The general site layout, registration and login functions (Stories 3 & 4) as well as setup of the database. Since IS tasks will be completed early in the week, the IS members will aim to gain a solid understanding of Django as to assist with the CS members which will decrease the production time of the project.

Meeting 10:

Date: Thursday 7th of August

Time: 3:30pm - 5:30pm

Location: Discord

Objectives:

This meeting continued development of the site.

Note:

* Michael was not present at the meeting due to work commitments.

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | Status | Output |
| Refined UI Designs | Refined UI designs are used to provide greater clarity to the layout of the site and details of the implementation of specific features. | Complete | A set of refined UI designs were created based of the wireframes designed by the client which should give greater clarity to the layout and look of the pages and the site. |
| Login/Registration  Functionality | Login functionality will allow existing users to login to the site and gain access to the map section of the site. Registration will allow users to create an account. | Incomplete | Login & Registration Functionality is nearly completed and implemented into the site. |

Daily Scrum:

Since last team meeting the team continued to learn more about Django and continued development of the project. Refined UI designs were also created by the IS members in order to give more direction in what the sites UI will look like. In terms of the CS members have continued to create basic layouts of each page. Additionally, login functionality is nearly completed with database also nearly implemented. By next meeting login and registration functionality should be completed or near completion. IS members will continue to support the CS members in production of the project by styling the various pages as well as start creation of the other pages.

Meeting 11:

Date: Saturday 9th of August

Time: 7:30pm - 8:10pm

Location: Discord

Objectives:

The meeting was used as a catch-up meeting to track each members progress of the project. As a result no real tasks were performed during the meeting.

Note:

* Byrce was not present for unknown reasons (He warned us beforehand).

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | Status | Output |
| N/A | N/A | N/A | N/A |

Daily Scrum:

What each member did since last meeting:

|  |  |
| --- | --- |
| Bryce: | * Login Functionality * Registration Functionality |
| Jamie: | * Map Page Layout * Implement Google Map Functionality * User City Information |
| Michael: | * Started profile settings page * Continued work on IS Diagram Refinement |
| Jason: | * Tweaks to Website Layout * Merged Website Pages |
| Caleb: | * Example CSS Style was created |

What each member will do for next meeting:

|  |  |
| --- | --- |
| Bryce: | * Merge all the separated pages into one * Security (Make sure its implemented properly) |
| Jamie: | * Begin IS Work for the week |
| Michael: | * Start/Complete User Profile page layout * Begin IS Work for the week |
| Jason: | * Clean up bugs (Completeness Verifications) |
| Caleb: | * CSS Styling work |
| All | * Do tasks as needed and help out team do tasks where necessary |
| Unassigned | * Implement User Types |

Planned Meetings:

|  |  |
| --- | --- |
| Meeting 1: | * Monday: 3-4 |
| Meeting 2: | * Thursday: Arvo |
| Meeting 3: | * Saturday/Sunday - Anytime people are available |

Note:

* All helped initiate IS tasks but IS members did most of the work.

Meeting 12:

Date: Monday 11th of September

Time: 1:00pm - 4:00pm

Location: Q Block Room 224 (Tutorial)

Objectives:

This meeting continued development of the site as well as this week's homework diagrams.

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | Status | Output |
| Class Diagram | A class diagram is used to design a software product using classes and the relationships between them. | Incomplete | The class diagram was started but not completed. This diagram will be completed by the IS team by the end of the week. |

Daily Scrum:

* Forgot to record the completed tasks for this meeting.
  + General work such as bug fixing and refinement of features such as the login and registration occurred during the meeting.
  + The Class Diagram was started by the team to be completed by the IS team later.

Meeting 13:

Date: Thursday 14th of September

Time: 3:30pm - 5:00pm

Location: Discord

Objectives:

Numerous members were absence so work on the sprint retrospective was started by all members that were present.

Note:

* Bryce was at work, Michael was at Uni.
* Jason had to leave halfway through.
* Members will continue with their designated task from last meeting.

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | Status | Output |
| Sprint 1 Retrospective | The retrospective is a key deliverable for the first sprint and outlines what our team did well, what needs improving as well as how we will fix these issues for sprint 2. | Incomplete | A draft in dot point format was created which outlines each of the section in a decent amount of detail. This will need to be finished by the end of next week ready for submission. |

Daily Scrum:

What each member did since last meeting:

|  |  |
| --- | --- |
| Bryce: | * N/A |
| Jamie: | * None |
| Michael: | * N/A |
| Jason: | * Fixed some bugs up. |
| Caleb: | * CSS Styling. |

Meeting 14:

Date: Saturday 16th of September

Time: 8:00pm - 9:00pm

Location: Discord

Objectives:

The meeting was used as a catch-up meeting to track each members progress of the project. As a result no real tasks were performed during the meeting.

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | Status | Output |
| N/A | N/A | N/A | N/A |

Daily Scrum:

What each member did since last meeting:

|  |  |
| --- | --- |
| Bryce: | * Merged Website pages into the main website |
| Jamie: | * Started the Class Diagram |
| Michael: | * All refined models are done * Started the Profile Page   + Wasn't done due to difficulties with coding |
| Jason: | * Fixing up website Bugs |
| Caleb: | * Nothing |

What each member will do for next meeting:

|  |  |
| --- | --- |
| Bryce: | * Code User Profile Functionality * Ensure that Security is working * Implement User Types |
| Jason: |
| Michael: | * Complete Class Diagram * Complete User Profile Settings Page * Start Work on Process Model/Use Case Scenario Models |
| Jamie: |
| Caleb: | * Continue CSS Styling work * Help with User Profile Settings Page |

Meeting 15:

Date: Monday 18th of September

Time: 1:00pm - 4:00pm

Location: Q Block Room 224 (Tutorial)

Objectives:

Development on the website continued and the creation of this week's deliverables were also started.

* Some features may be moved back to sprint 2 due to bugs and implementation difficulties

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | Status | Output |
| User Types function | Allows a user to register themselves as a specific user type. This needs to be implemented as most of the sprint 2 user stories rely on this. | Incomplete | The CS team had difficulties implementing this feature due to unknown reasons. |
| Entity Relationship Diagram/SQL Queries | Entity Relationship Diagram shows the relationship of entity sets stored in a database. SQL scripts will also need to be created to help with testing. | Incomplete | This was started during the meeting and will be finished by the end of the week. |
| Profile Settings | Profile setting at this stage of the project only allows users to change their login settings. This should be made in order to facilitate the implementation of future settings. | Incomplete | The member in charge of creating this page ran into issues regarding bugs within the login/registration functions which made it difficult to implement it. |
| Function Tests | Function tests are to verify that all the functions are returning this correct outputs and are working as intended. | Incomplete | Features that needed testing were identified and the coding for tests have started and will be done by the end of the week. |

Daily Scrum:

What each member did since last meeting:

|  |  |
| --- | --- |
| Bryce: | * Continued development of user stories |
| Jamie: | * Refined version of the Class Diagram |
| Michael: | * Refined version of the Use Case Diagram |
| Jason: | * Continued development of user stories |
| Caleb: | * Styled newly implemented pages |

What each member didn't do since last meeting:

|  |  |
| --- | --- |
| Bryce: | * Tried implementing User Types   + Had difficulties implementing this function * Profile Functionality   + Layout wasn't done by the IS team |
| Jamie: | * Completed User Profile Layout   + Wasn't done due to bugs |
| Michael: | * Completed User Profile Layout   + Wasn't done due to bugs |
| Jason: | * N/A |
| Caleb: | * Completed User Profile Layout   + Wasn't done due to bugs |

What each member will do for next meeting:

|  |  |
| --- | --- |
| Bryce: | * Complete User Types Functionality * Fix registration & login bugs |
| Jamie: | * Profile Settings Layout |
| Michael: | * Complete Entity Relationship diagram * Profile Settings Layout |
| Jason: | * Complete Tests |
| Caleb: | * Final Touches to CSS |

Meeting 16:

Date: Thursday 21st of September

Time: 8pm - 10pm

Location: Discord (Tutorial)

Objectives:

Final meeting before submission. To prepare for Sprint 2, each member should complete and submit their individual portfolio's. The team will aim to complete a refined version of the retrospective as well as a plan for sprint 2.

Notes:

* End of Sprint 1

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | Status | Output |
| Sprint 1 Retrospective | The retrospective is a key deliverable for the first sprint and outlines what our team did well, what needs improving as well as how we will fix these issues for sprint 2. | Complete | The completed version of the retrospective. All members have looked over/added to it and is ready for submission. |
| Sprint 2 Plan | The sprint 2 plan will plan for the next set of stories that will be implemented over the next four weeks. We also re-negotiated some of the story points that were allocated at the start of the project as we had a better understanding how long these tasks would take. | Complete | The plan was completed. Tweaks were made to the stories to take into account the stories that weren't finished during the first sprint. Some of the lower priority stories from sprint 2 were moved to the 2nd release per the clients wishes. |
| Update Stories & Sprint 1 Document | Updated some of the tasks and acceptance criteria's for some of the sprint 1 stories. This ensured they were more in line with the work that was actually done. | Complete | * Deleted Task 2 in Story 30   + Ensure users can change various settings about the systems functionality * Story 4 Acceptance Criteria Updated |

Daily Scrum:

What each member did since last meeting:

|  |  |
| --- | --- |
| Bryce: | * Edited the Registration/Login functions * User Profile Settings   + Do User Types during Sprint 2 |
| Jamie: | * Work Refinement * Client Work |
| Michael: | * Complete the refined diagrams |
| Jason: | * Completed tests |
| Caleb: | * Finished CSS styling |

Meeting 17:

Date: Tuesday 2nd of October

Time: 4:00pm – 5:00pm

Location: Discord (Tutorial)

Objectives:

First meeting of sprint 2 will start to delegate tasks to complete the left-over work from sprint 1 as well as see what work needs to be done for the workshop. The client will also be more involved within meetings and will be informed of the weeks proceedings via email. Client may also need to provide feedback to the project.

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | Status | Output |
| Identify Required Deliverables | Analyse and identify any necessary documents or models that might be required or helpful in completing the release or any of the sprint stories. | Completed | * Expand the models we have already done to tailor them for sprint 2. * Try to brainstorm more of these and refer to FAQ for ideas. |
| Finalise Sprint 2 | The sprint 2 plan will be finalised by the client with all user stories being completed with necessary tasks and estimated times. | Completed | The sprint 2 plan was finalised with all related tasks for each story so the team can know what needs done to complete each story. |

Daily Scrum:

What each member will do for next meeting:

|  |  |
| --- | --- |
| Bryce: | * Store optional user data |
| Jamie: | * Specific user map data * Expand models |
| Michael: | * Admin Form Page Layout * Expand models |
| Jason: | * Password Recovery |
| Caleb: | * Support Page * Continue Designing/Redesign CSS |

Note:

* If ahead of schedule, let the client decide which stories they want to be implemented in sprint 2.
* Removed Story 24 (Done automatically by Django)

Meeting 18:

Date: Sunday 8th of October

Time: 5:30pm – 6:30pm

Location: Discord (Tutorial)

Objectives:

The meeting was used as a catch-up meeting to track each members progress of the project. As a result no real tasks were performed during the meeting.

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | Status | Output |
| N/A | N/A | N/A | N/A |

Daily Scrum:

What each has/hasn’t done since last meeting:

|  |  |
| --- | --- |
| Bryce: | * Completed optional user registration details |
| Jamie: | * Story 7 Admins can create Map Data * Started doing the user specific map data (Having difficulties) |
| Michael: | * Started updating the models * Haven’t started creating the admin form |
| Jason: | * Nothing (Waiting on other work to be done before being able start) |
| Caleb: | * Made new website mock-ups * Created help section and made it send messages to the command line |

What each member will do for next meeting:

|  |  |
| --- | --- |
| Bryce: | * Fix Bugs * Merge the different versions |
| Jamie: | * Map stuff done |
| Michael: | * Continue remaking models * Complete Admin Form Layout |
| Jason: | * Password Recovery |
| Caleb: | * Do CSS to client’s feedback |

Meeting 19:

Date: Monday 9th of October

Time: 1:00pm – 3:00pm

Location: Q Block Room 224 (Tutorial)

Objectives:

The meeting was used to perform various software validations and verifications. The meeting will also be used to solve any issues regarding the project as well as for the client to check the project quality thus far.

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | Status | Output |
| Test Cases and Regression Test Plan/Manual Testing | A regression test plan for release 1 will ensure that all implemented features still function as intended upon implementation of new features during the 2nd sprint.  These will take the form of a test case that will track every implemented story which will ensure that they function as intended. | Incomplete | Discussed that everyone will test currently implemented functions of the website. These tests will be completed by the end of the week. |
| Client Feedback Session | Client will look over the project in its current state and identify any features that need refined or are missing from the project. | Incomplete | We discussed these features but it something the group should keep in mind to be implemented and demonstrated towards the end of the sprint. |

Meeting 20:

Date: Saturday 14th of October

Time: 1:00pm – 2:00pm

Location: Discord

Notes:

* Bryce and Michael weren’t present as they had other work commitments.

Objectives:

The meeting was used as a catch-up meeting to track each member’s progress of the project. As a result, no real tasks were performed during the meeting.

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | Status | Output |
| Delegate Testing Tasks | Each group will complete a set number of tests with one person being delegated to handle running the tests to check whether all functions are working as intended. | Complete | Each member will choose what functions they will test. These tests will then be imported to Jamie’s version and he will be responsible for testing. |

Daily Scrum:

What each has/hasn’t done since last meeting:

|  |  |
| --- | --- |
| Bryce: | * Nothing |
| Jamie: | * Nearly completed the user type map locations * Started working on Admin Registration |
| Michael: | * Nothing |
| Jason: | * Nearly completed Password Recovery |
| Caleb: | * Did the Home Page CSS * Created Test Cases |

What each member will do for next meeting:

|  |  |
| --- | --- |
| Bryce: | * Each member will continue with their assigned tasks during the final week. If necessary members will help each other complete other tasks. |
| Jamie: |
| Michael: |
| Jason: |
| Caleb: |

Meeting 21:

Date: Monday 16th of October

Time: 1:00pm – 3:00pm

Location: Q Block Room 224 (Tutorial)

Notes:

* Jamie, Bryce and Jason didn’t show up.

Objectives:

The meeting was used as a catch-up meeting to track each member’s progress of the project. As a result, no real tasks were performed during the meeting.

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | Status | Output |
| Fix Migrations | Migrations as a part of not merging them when merging branches. These need to be fixed before some stories can be properly implemented. | Incomplete | Fixing this may require the team to roll back to a previous state and manually copy the code into the project. |
| Tutorial Notes | * Commenting Code. * Justification for why stories were selected or moved. * Consistent layout and visual in website. * Wide range of portfolio artefact types. * Bonus features outside of the ones listed in the brief. | N/A | These should be discussed and implemented to ensure a higher quality project. |

Daily Scrum:

What each has/hasn’t done since last meeting:

|  |  |
| --- | --- |
| Bryce: | * Nothing |
| Jamie: | * Started Business Map |
| Michael: | * Nothing |
| Jason: | * Nothing |
| Caleb: | * Completed the refined website style |

What each member will do for next meeting:

|  |  |
| --- | --- |
| Bryce: | * Will implement the Admin functionality that allows admins to create admin accounts. |
| Jamie: | * Complete the map functionality * Create the admin form * Refine Models for sprint 2 stories |
| Michael: | * Refine Models for sprint 2 stories * Create the form for admin functionality |
| Jason: | * Complete password recovery |
| Caleb: | * Fix CSS so it scales better |
| Everyone | * Perform Tests |

Meeting 22:

Date: Sunday 22nd of October

Time: 2:30pm – 4:30pm

Location: Discord

Objectives:

Used as a final meeting to refine the website to ensure that its ready to show the client during the tutorial.

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | Status | Output |
| Final Testing | Test all the functions of the website to ensure that everything works the way it should. | Completed | All features except for one passed the tests. |

Daily Scrum:

What each has/hasn’t done since last meeting:

|  |  |
| --- | --- |
| Bryce: | * Admin functionality * Social media integration * Feedback page |
| Jamie: | * Map function done |
| Michael: | * Model work |
| Jason: | * Password changing |
| Caleb: | * Continued work on CSS |