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:

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.

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| --- | --- | --- | --- |
| 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. |