Meeting Minutes

Weekly Tutorial (W3)

Meeting No: 1

Meeting Details

Date:	07/08/2025
Venue:	Room 014.11.037
Attendees:	Jannik Ernst Okasha Varoo Benjamin Hatfield Azman Asfi Abdulahi Abdulahi
Apologies:	Nghi Vinh

Information / Decisions

No.	Item
1	Organise Sprint Timeline
2	Organise GitHub Project Board
3	Create Teams Chats

Action Items

No.	Item	Who	By
1	2 User Stories Each	Everyone (Individually)	11/08/25
2	Next Meeting Set (Tomorrow 4:00pm)	Everyone	08/08/2025
3	Assign Himself to 2 User Stories	Nghi Vinh	08/08/2025

Weekly Teams Meeting (W3)

Meeting No: 2

Meeting Details

Date:	09/08/2025
Venue:	Teams Online
Attendees:	Benjamin Hatfield Abdulahi Abdulahi Nghi Vinh Okasha Varoo Azman Asfi
Apologies:	Jannik Ernst

Information / Decisions

No.	Item
1	Nghi introduces himself after being absent from the first meeting
2	Ben will be scrum master for scrum this week
3	General discussion on how best to organise the teams time and workload

Action Items

No.	Item	Who	By
1	Everyone to review the assignment specification and have another discussion midweek about next moves for milestone 1.	Everyone	13/08/25
2	Review lecture content on user stories, acceptance criteria and definition of done to better prep for upcoming submissions	Everyone	13/08/2025
3	Add meeting minutes doc and srs template to teams files as well as separate user story doc so that these can be compiled together prior to adding to scrum board.	Everyone	11/08/2025

Weekly Teams Meeting (W4)

Meeting No: 3

Meeting Details

Date:	13/08/2025
Venue:	Teams Online
Attendees:	Jannik Ernst Benjamin Hatfield Abdulahi Abdulahi Nghi Vinh
Apologies:	Okasha Varo Azman Asfi

Information / Decisions

No.	Item
1	More talk about user stories and the way they should be defined. Singular function
2	Nghi will be scrum master for this week
3	Jannick or Abdulahi to be scrum master next week
4	

Action Items

No.	Item	Who	By
1	3 User stories per member for at least 15 total	Everyone	17/08/25
2	Review requirements and specification to understand milestone 1 submission requirements.	Everyone	17/08/2025
3	Review what definition of done means in this assignments context. Ask Dale in tomorrows class	Jannick	14/08/2025

Weekly Tutorial (W4)

Meeting No: 4

Meeting Details

Date:	14/08/2025
Venue:	Room 014.11.037
Attendees:	Jannik Ernst Benjamin Hatfield Azman Asfi Abdulahi Abdulahi Nghi Vinh
Apologies:	Okasha Varoo

Information / Decisions

No.	Item
1	Organise User Stories
2	Uncover that DOD in this context is the same as acceptance criteria
3	Create SRS document in teams
4	Organise main objectives for this weekend.

Action Items

No.	Item	Who	By
1	Finalise user stories by the end of the weekend	Everyone	17/08/25
2	Ensure all user stories are singular function focused as per the scrum requirements.	Everyone	17/08/2025
3	Fill in Introduction of the SRS document and begin on other sections, discuss on teams if needed.	Everyone	17/08/2025
4	Begin collaboration on project architecture and architectural diagrams for milestone 1 submission.	Everyone	20/08/2025

Weekly Tutorial (W5)

Meeting No: 5

Meeting Details

Date:	21/08/2025
Venue:	Teams
Attendees:	Benjamin Hatfield Nghi Vinh Okasha Varoo
Apologies:	Abdulahi Abdulahi Jannik Ernst Azman Asfi

Information / Decisions

No.	Item
1	Architecture Diagram key points
2	Assign tasks for the final submission
3	Organise main objectives for this weekend.
4	Meeting Minutes by Okasha

Action Items

No.	Item	Who	By
1	Push user stories to github by the end of the weekend	Everyone	22/08/25
2	Finish SRS document for Milestone 1	Everyone	22/08/25
3	Finish Architectue Diagram	Everyone	22/08/25
4	Submit Milestone 1 Sunday afternoon	Everyone	22/08/25

Weekly Tutorial (W5)

Meeting No : 6

Meeting Details

Date:	22/08/2025
Venue:	Meet
Attendance:	Benjamin Hatfield Nghi Vinh Abdulahi Okasha Varoo Azman Asfi
Apologies	Jannik Ernst

Information / Decisions

No.	Iteam
1.	Discussed tasks we are finishing off.
2.	Decided that each member will add one user story (from the three they have completed) to Sprint 1
3.	Planned to complete a final review of all work
4.	Sprint Planning

Action Items

No.	Iteam	Who	By
1	Each team member to add one selected user story (from their completed three) into Sprint 1 on GitHub.	Everyone	23/08/25
2	All members to complete their assigned final tasks and update progress accordingly.	Everyone	23/08/25
3	Team to conduct a final review/check of all work before submission.	Everyone	23/08/25