Week #11 Meeting

📋 Overview

Meeting to clarify requirements for the rest of the final sprint up to the time of the handover to the client.

Attendees	@ Hai Nguyen @ Lam Nguyen Khoa @ Benedict Jefferson @ Danielle Rosenfeld-Lovell
Meeting time	11th October @ 1530hrs AEST
Meeting link	https://unimelb.zoom.us/j/82892005279?pwd=WnRaOXlnZGM2Nlh1Nlh2VDZEdGQ2Zz09
Meeting time	Early week 12 TBC for final sprint retrospective and practicing presentation

👥 Team update

Date	News	Action items	Notes
11/10/21	• Week 12 final submission checklist due at the end of next week	☐ @ Danielle Rosenfeld-Lovell to complete some testing documentation for the final submission including end-to-end testing criteria and a user-acceptance-test form to complete with the client ☐ All meeting minutes, testing documentation and record of group discussions on Discord to be submitted on github at the final checkpoint	• On track to meet objectives of the checklist; will need to have one more sprint retrospective for the final sprint
11/10/21	• Group presentation due next week	☐ @ Danielle Rosenfeld-Lovell to attend tutorial and clarify what format the presentation needs to be in and to put together content on the presentation	• We're currently unsure whether we're expected to have a powerpoint and whether all people need to be presenters, etc..
11/10/21	• Client not present at scheduled meeting this afternoon	☐ Client needs to be contacted again to work out details of UAT and handover	

🕐 Meeting agenda

Agenda item	Notes	Actionable items
Product demo	• @ Lam Nguyen Khoa ran a demo of the end-to-end use of the product. • Vast majority of the functional requirements have been implemented at this point, with those that are not having been assigned. • Listed in the actionable items column, there are a few things that specifically came out of the discussion of the product demo that need to be addressed this week.	☐ @ Benedict Jefferson commited to adding event button to the navbar for ease of user access ☐ @ Hai Nguyen is going to work on ensuring that images can be added to a contact or user profile ☐ Register page still needs to be created for a new user ☐ Still some work to be done with the styling and making the website responsive

Mini standup	• Will add details below.	
Week 12 presentation	• As above, we need clarification about what this will actually entail and then will coordinate a meeting to go through the presentation probably at the same time as our final sprint retrospective.	

Mini standup

Completed a round-the-table check-in regarding what we expect to achieve this week. Notably one of the major blockers across the whole of teams is that most of the team are working on another really time-intensive final assignment.

- @ Lam Nguyen Khoa : expecting to support team where he can and finish event invite feature with email reminder.
- @ Hai Nguyen : working on getting images from MongoDB to render on the front-end
- @ Benedict Jefferson : finishing filter by tag functionality so that a user can see contacts according to when their relationship tags (e.g. filter by "family" or "manager").
- @ Meaghan Gaunt : not present, but confirmed on the group Discord that she would be working on the detailed page for each specific event.
- @ Danielle Rosenfeld-Lovell : getting most of the week 12 submission content organised including a couple of final pieces of testing documentation ready, getting any presentation slides ready, coordinating a final meeting with the client, setting up team meeting next week for final retrospective and for presentation practice, supporting with website styling.