Sprint #3 Planning

📋 Overview

Team meeting designated to discussing what we need to achieve during the next sprint.

Attendees	@ Lam Nguyen Khoa @ Danielle Rosenfeld-Lovell @ Benedict Jefferson @ Meaghan Gaunt @ Hai Nguyen
Next team meeting	Post-tutorial and during assessed standup 5/10
Meeting link	Hosted on Discord
Meeting time and date	1/10/2021 @ 2:30pm

👥 Team update

News	Notes	Action items
• Week #9 checklist is due at the end of today	• @ Danielle Rosenfeld-Lovell preparing the checklist and files for submission this afternoon	☐ Team to ensure that they are happy with the state of the checklist before it gets submitted ☐ Repo to be ready with a week 9 folder for the submission ☐ Add Doc to the group Trello
• Planning beginning today of the final sprint and and after that is done, the last thing to do is have our presentation written up		☐ Closer to the time of the presentation, confirm what we need to cover in it and do all necessary preparation ☐ They want a high level system diagram as part of the presentation, so that needs to have been done by week 12

🕐 Meeting agenda

Agenda items for sprint #2 planning.

Item	Notes	Actionable items
Time estimation documentation completion for our week #9 submission; how long tasks actually took.	• This has been largely completed and will be shared to our week-9 folder • This was something that Leon suggested be done as an informative exercise	☐ Add time estimate document to our week-9 folder

What things do we still need to do to make sure that the application meets its minimum functional requirements?	• Anything that is a core functional requirement needs to be prioritised so that the product is complete enough to hand off to the client if we need to by week 12 • The contact needs to be associated with an array of events which that contact is included in on the contact page; @ Benedict Jefferson committed to working on this • Event needs an end time on the BE • We need to have relationship tags rendering on the FE and for the contact to be searchable by their relationship tags. • Performance of the BE is a bit slow, so is going to be looked into by @ Hai Nguyen • De-prioritising chat feature due to not enough time to implement	Note; all functional requirements that need to be developed as per the notes have been added to Trello for us to manage as part of our sprint 3 backlog.
What do we particularly need to improve on the UI?	• Again, particularly thinking of anything that will support us to be able to have the product in a state that we can hand it to the client • Client has stated that what we've done for the homepage is acceptable, so we are broadly going to follow that although we are also going to need to do some work to make the whole of the application responsive	
Tasks write up on Trello	• Completed as per Trello board • @ Lam Nguyen Khoa has ordered tasks on the board in terms of how critical they are	☐ All team members to review the Trello board
Mini-standup; round the table confirmation of what everyone is doing over the next couple of days	• @ Lam Nguyen Khoa : test plan, supporting BE, generally assisting the rest of the team • @ Hai Nguyen : BE optimisation due to slower than ideal performance, writing unit tests • @ Benedict Jefferson : contact page associated with events on FE • @ Danielle Rosenfeld-Lovell : all week-9 checklist documentation ready for submission on github, trying to get post new event to work • @ Meaghan Gaunt : working on contact page and styling	As described in comments for each

📚 Resources