Sprint #2 planning meeting notes

Date

08 Sep 2021

Participants

- @ Danielle Rosenfeld-Lovell
- @ Lam Nguyen Khoa
- @ Benedict Jefferson
- @ Meaghan Gaunt
- @ Hai Nguyen

Goals

- Ensure group are up-to-date with happenings and upcoming deadlines
- Discuss what we want to achieve and get a sense for what our priorities are for sprint #2
- Set-up the Trello board for sprint #2 including copying over exisiting outstanding tasks from sprint #1

Discussion topics

Item	Presenter	Notes
Update on upcoming deadlines	Danielle	- Entering into sprint #2 - Week #9 checklist looks to be due 1/10/21
Discussion of where we're at at the end of sprint #1 and where we want to be by week #9	@ Lam Nguyen Khoa	- Backend now functionally complete - Approximately 1/3 of the FE complete at this point pending styling - We need to start to look at making the app more secure and really make sure that we have something deployed at least in staging, but ideally accessible to an external party @ Lam Nguyen Khoa : raised question about whether we implement the chat feature by the end of this sprint; likely going to aim to just get the essential features operational before we start to look at this. - Again, recapping on the features that are non-negotiable; - We need to have the homepage with events from the DB loading - We need to be able to access and search for contacts - We need to be able to look at a contact profile - Need to be able to send an invitation for an event to a contact - also need to be able to view the event details - We need a UI that the client can interact with although we don't necessarily need this to be really polished for the moment, but we do need it functional - So basically we want the product fully functional and at the point where it mostly just needs design and styling work.
Discussion of where the team is at in terms of other commitments and what we can reasonably commit to	N/A all of team	@ Danielle Rosenfeld-Lovell : just particularly wanted to alert team that her employment workload could increase at short notice and she will do her best to alert the team should that happen and that, in turn, team are encouraged to just keep the lines of communication open about what's going on, so we can make sure critical things are getting done if someone needs to step back.
Task designation and completing set-up of the sprint #2 Trello board	@ Meaghan Gaunt	As per Trello; tasks to be enumerated with respect to our key priorities as defined above.

Action items

- ☑ @ Danielle Rosenfeld-Lovell to contact Doc about the documentation types he introduced during the week #7 tutorial.