

Daily Scrum Team Meeting

12 April 2021 / 18:15 to 19:10 / CONFERENCE ROOM

Attendees

Kananelo Mokoko, Khanani Mathebula, Phindulo Makhado, Sibabalo Luqhide, Musa Mofomate, Olwethu Goniwe, Mayibongwe Bafoly, Lethokuhle Dubula

Agenda

Last Meeting Follow-up

1. Sprint 1 Retrospective with tutor Jonas Chrindza (covered in the group chat)

New Business

2. Sprint 1 internal group evaluation.
3. Reassignment of workload
4. New agreement on project environment setup

Action Items - New Business

1. Sprint 1 internal group evaluation:
 - Each group member had a chance to voice out their experience on the first sprint and suggested changes to improve our progress and performance. Some important points that were raised include:
 - Dividing work according to abilities and interests
 - Dividing workload reasonably
 - Improving communication
2. Reassignment of workload
 - Database:
 - Kananelo, Musa and Olwethu
 - Documentation:
 - Khanani, Kananelo and Musa
 - UI/Backend:
 - Mayibongwe, Sibabalo, Lethokuhle, and Phindulo
3. New Agreement on project environment setup

- Members agreed to change flutter/dart for java
- Members also agreed to change firebase for php and MySQL

Next Meeting Agenda i.e Daily Scrum meeting

1. Daily Scrum as usual consists of:
 - a. The activities each member did on that day
 - b. The issues each member may have encountered
 - c. Any other business or information sharing
2. Sprint 1 Review meeting with Rylan Perumal date and meeting details.
3. Sprint 2 Planning Meeting date and meeting details.

Notes

- I recommend that each of the subgroups have their own subgroup chats that will have controlled chat intervals. Members in those subgroups will discuss among themselves the times they are comfortable to engage in those group chats.
 - I hope having too many group chats on one's phone won't be a reason to turn down this suggestion, but any other valid reason will do. Anyway, once we are done with our project you can delete them.
- I recommend that as much as there is a daily scrum group where we update each other on our daily tasks, in order to maximise communication, a member from each of the subgroups says something in the main group during the day. Anything regarding the project. New developments, information sharing, suggestions, offering help perhaps.
- If you have any suggestions you want to share or questions you want to ask, feel free to engage in the group chats, or with any member.