# 📓 [Wed Mar 13] Sprint 1 Planning Meeting

## 📅 Date 🔗

Wed Mar 13, 2024 14:00am – 15:30am (GMT+11)

## 👥 Participants 🔗

- Wafa Johal Benkaouar Johal - Client
- @PENG TANG  @shaohuiw1  @Zhuowen Zheng  @Chengjia Zhou  @Xi Luo  @Jiyuan CHEN

## 🥅 Goals 🔗

- To outline the sprint's objectives.
- To delineate tasks, and assign responsibilities.
- To establish a solid groundwork for the project through research, planning, and initial design efforts.

## 🗣️ Discussion topics 🔗

| Time | Item | Presenter | Notes |
|------|------|-----------|-------|
| 14:00 | Opening Remarks | Scrum Master | Brief overview of the meeting's purpose and goals. |
| 14:10 | Project Overview & Sprint Objectives | Product Owner | Present the project scope, objectives, and specific goals for Sprint 1. |
| 14:30 | Initial Research & Feasibility Study | Architecture Lead | Outline tasks for assessing technical feasibility, including research on LLMs and Furhat integration. |
| 14:50 | System Design Preliminaries | Development Lead | Discuss the initial design considerations and setup for development environments. |
| 15:10 | Testing Strategy Framework | QA Lead | Introduction to the testing strategy, focusing on quality goals for the sprint. |
| 15:20 | Task Breakdown & Assignments | All | Detail the specific tasks for the sprint, assign responsibilities, and estimate effort. |
| 15:30 | Risk Management and Mitigation | Scrum Master | Identify potential risks and agree on mitigation strategies. |

## ✅ Action items 🔗

- ☑ To outline the sprint's objectives.
- ☑ To delineate tasks, and assign responsibilities.
- ☑ To establish a solid groundwork for the project through research, planning, and initial design efforts.

## 🎵 Decisions 🔗

- **Initial Research on LLMs and Furhat Robot:** To determine the best practices for integrating LLMs with Furhat, focusing on technical and functional requirements.
- **System Design Preliminaries:** To draft an initial system design that supports the integration of a domain-specific LLM with Furhat, ensuring scalability and performance.
- **Stakeholder Engagement Plan:** To maintain continuous communication with the client and stakeholders, ensuring their requirements and feedback are integrated into the project planning and execution.
- **Risk Management Plan:** To identify potential project risks early in the sprint and develop strategies to mitigate them.