



## [Fri Mar 15] Second Weekly Meeting with Mentor



### Date [↗](#)

Fri Mar 15, 2024 2:00pm – 3:00am (GMT+11)



### Participants [↗](#)

- @Jinhao He @PENG TANG @shaohuiw1 @Zhuowen Zheng @Chengjia Zhou @Xi Luo @Jiyuan CHEN



### Goals [↗](#)

- Figure out all the documents that are needed for sprint 1
- Get some feedback about the documents from tutor.



### Discussion topics [↗](#)

Time	Item	Presenter	Notes
14:00	Progress Confirmation	Team & Mentor	Confirmation of requirement description and link
14:05	Sprint 1 Work Plan	Zhuowen Zheng (Product Owner)	Discussion on the objectives and tasks for Sprint 1. Alignment on deliverables and deadlines.
14:10	Client Requirements	Shaohui WANG (Architecture Lead)	Discussed the initial client requirements received. Highlighted areas needing clarification and the plan for a follow-up communication with the client to confirm.
14:14	User Story Development	Zhuowen Zheng (Product Owner) & Shaohui WANG (Architecture Lead)	Explained the process of creating user stories from the client requirements. Stressed that user stories will be refined in collaboration with the client.
14:20	Requirement Confirmation with Client	Shaohui WANG (Architecture Lead)	Discussed the strategy for confirming and refining requirements with the client, including establishing email communications to ensure project scope and expectations are aligned.
14:26	Trello Usage	Team & Mentor	Introduced Trello as the project management tool for tracking tasks and progress. Emphasized the importance of task segmentation on Trello.
14:30	Slack Channel: Invitation to the Client	Team & Mentor	Announced an invitation to the client to join the team Slack channel for project communication. Explains the process of inviting customers to join a Slack channel to facilitate direct and efficient communication.



### Action items [↗](#)





## ↑ Decisions ↻

- Follow-Up Meeting with the Client: A follow-up meeting with the client will be scheduled to confirm and refine the project requirements.
- Adoption of Trello for Project Management: All team members are required to familiarize themselves with Trello's functionality to efficiently track tasks and project progress.
- Slack Channel & Invitation to the Client: A dedicated Slack channel will be created for project communications. The client will be invited to join this Slack channel to ensure they are kept up-to-date on project progress and can provide timely feedback.
- Development of User Stories: The process for creating user stories from the client's requirements will be initiated. The team will collaborate closely with the client during this phase to refine and validate each user story.
- Requirement Confirmation Strategy: The team agreed on a strategy for confirming and refining requirements with the client. This strategy includes direct communication channels, regular updates, and meetings to review progress and gather feedback. The aim is to maintain alignment and adapt to any changes in the client's needs or expectations throughout the development process.
- Engagement and Collaboration: The team emphasized the importance of engagement and collaboration throughout the project. Team members committed to supporting one another and working together to overcome challenges.
- Sprint 1 Documentation: The Sprint 1 Documentation will be completed.