# **All copied into the contribution tracker document** Meeting Minutes - [EMC & Co.]

## Date and Time:

05/10/2023: 6pm - 7pm

## Meeting Attendees:

Carissa, Erin, Nilly, Milni, Chaitsee, Max

## Apologies:

N/A

## Absentees:

Kirtan

## Agenda

Discussion of what was learned throughout Sprint Two and processes that could be improved on for Sprint Three. Discuss with our Product Owner, Norman, regarding what must be changed and what else should be implemented for this final sprint.

| **Documentation** | | | | |
| --- | --- | --- | --- | --- |
| **TIME ALLOCATED** | 20 minutes | **LED BY:** | | All at various points |
|  | | | | |
| **DISCUSSION** |  | | | |
| * Discussed the feedback that was given from Sprint 1 and our documentation for the sprint, particularly with regards to the Sprint Review video. * Also talked about what may need to be changed for the documentation looking forward to Sprint 3. This would include being more thorough in recording meeting minutes. * Floated the idea of re-submitting documentation for Sprint 2. | | | | |
| **CONCLUSION** |  | | | |
| * Agreed that the Sprint Review video could be changed in future and keep all discussion of the challenges faced during the sprint to the Sprint Review meeting, outside of the filmed video. * Agreed that each person would need to comment more detail into their code, to help others understand what had been added. * Each person would think about any changes they wished to make to the documentation. | | | | |
| **ACTION** | **ACTION TO BE TAKEN BY** | | **DUE DATE** | |
| When writing additional code, add comments, where appropriate to improve readability. | All | | 19/10/2023 | |
| Start taking meeting minutes for all team meetings | Carissa | | 06/10/2023 | |
| Taking into account feedback and time required, decide if any documentation for Sprint 3 should be changed | All | | 08/10/2023 | |

| **Sprint 3 Backlog** | | | | |
| --- | --- | --- | --- | --- |
| **TIME ALLOCATED** | 40 minutes | **LED BY:** | | Milni - Proxy PO |
|  | | | | |
| **DISCUSSION** |  | | | |
| * Read through the product backlog, work out the priority for tasks in the upcoming sprint. * As Norman was unavailable, began planning out tasks to complete during Sprint 3, using the notes taken from the Product Owner meetings at the beginning of the project. * Discussed how to approach analytics, as Chaitsee had begun working on this during Sprint 2 but was unable to complete this to be a shippable product. * Considered implementing drop down effort values for each task in order to have something to graph in the burndown charts. * Realised that creating a dynamic burndown chart and task analytics would require a lot of additional functionality, including differentiated user accounts and the ability to use an online database to have these values plotted in real time. | | | | |
| **CONCLUSION** |  | | | |
| * Tentatively planned out tasks to be completed, will have a stand up meeting soon to discuss further. | | | | |
| **ACTION** | **ACTION TO BE TAKEN BY** | | **DUE DATE** | |
| Continue thinking of good ways to implement analytics and other items for this sprint | Everyone | | 08/10/2023 | |
| Need to find a time to meet with Norman for a sprint review and discussion of what the human aspect will be for this sprint. | No one yet | |  | |

## AOB

N/A

## Next Meeting

08/10/2023 at 9pm

## Date and Time:

08/10/2023: 9pm - 9:30pm

## Meeting Attendees:

Carissa, Erin, Nilly, Milni, Chaitsee, Max

## Apologies:

N/A

## Absentees:

Kirtan

## Agenda

Discuss task allocations for the tasks which have been prioritised for this sprint.

| **Task Allocation** | | | | |
| --- | --- | --- | --- | --- |
| **TIME ALLOCATED** | 30 minutes | **LED BY:** | | Milni - Proxy PO |
|  | | | | |
| **DISCUSSION** |  | | | |
| * Discussed how a burndown chart could be created for the tasks in the system - if each item was assigned an effort value, this could be added to the chart relatively easily. * All team members felt a little burnt out and conceded that effort should be redirected from improving Sprint 2 documentation and instead should be focussed on the upcoming sprint. * However, if not possible, hard coding effort values over a certain period of time could work. * Looked over priorities for the sprint: analytics and implementing an admin/scrum master account. * Assigned tasks to each team member (see Action) for completion with a stretch goal of 16/10. | | | | |
| **CONCLUSION** |  | | | |
| * Will not change any documentation for Sprint 2, so will not resubmit it. | | | | |
| **ACTION** | **ACTION TO BE TAKEN BY** | | **DUE DATE** | |
| Allow the admin to add additional users to the system | Milni | | 16/10/2023 | |
| Fix up the drag and drop functionality. Also add an ability to view tasks in a Kanban style. | Carissa | | 16/10/2023 | |
| Be able to add tasks through the database, which will enable the different sprints to be created on a separate page. | Nilly | | 16/10/2023 | |
| Add a calendar to the sprints, enabling the length of a sprint to be chosen. | Kirtan | | 16/10/2023 | |
| Be able to assign people to different tasks. | Erin | | 16/10/2023 | |
| Add an instructions page to allow for navigation around the website. | Max | | 16/10/2023 | |
| Add user effort burndown charts, implemented using drop down effort lists. | Chaitsee | | 16/10/2023 | |

## AOB

Will need to touch base regarding the meeting with Norman when it happens in the next couple of days.

## Next Meeting

10/10/2023 at 8pm

## Date and Time:

10/10/2023: 8pm - 8:30pm

## Meeting Attendees:

Carissa, Erin, Nilly, Milni, Chaitsee, Max

## Apologies:

N/A

## Absentees:

Kirtan

## Agenda

Need to discuss how Norman’s proposed Sprint 3 backlog affects the tasks that must be completed by team members. Also discuss any current progress and how this could be migrated over to the new tasks.

| **Changes to Sprint 3 Backlog** | | | | |
| --- | --- | --- | --- | --- |
| **TIME ALLOCATED** | 30 minutes | **LED BY:** | | Carissa |
|  | | | | |
| **DISCUSSION** |  | | | |
| * Discussed the additional requirements asked by the product owner, which was introduced today (adding a section for comparing all sprint tasks and adding a human aspect) * Max discussed his instructions page, which would be able to integrate with the new system. * Carissa had been working on drag and drop functionality, which could be migrated over, as this would still be necessary. However, the Kanban style listing was no longer needed. Instead, she should try to add a dropdown with the effort for each task. * Nilly brought up some issues she had faced when adding new tasks to the database, as she was struggling with how tabs could be added to a page. We proposed various resources which might be used, like W3Schools and GeeksForGeeks, which had some base code which could be adapted for this. * As we no longer needed the functionality for admin users, Milni’s sprint tasks were changed to reflect this. Instead, she would now work on the human aspect which was introduced, ie. the motivational messages. Additionally, she would work with Chaitsee to implement different charts in the system. | | | | |
| **CONCLUSION** |  | | | |
| * Agreed on new task distributions. | | | | |
| **ACTION** | **ACTION TO BE TAKEN BY** | | **DUE DATE** | |
| Nilly would continue to try to implement the tasks with the database. | Nilly | | 16/10/2023 | |
| Use dropdowns to assign efforts for each task. | Carissa | | 16/10/2023 | |
| Work on motivational messages and work with Chaitsee on burndown charts. | Milni | | 16/10/2023 | |
| Others would continue with their tasks | All | | 16/10/2023 | |

## AOB

N/A

## Next Meeting

12/10/2023 at 6pm

## Date and Time:

12/10/2023: 6pm - 7pm

## Meeting Attendees:

Carissa, Nilly, Chaitsee

## Apologies:

Milni, Kirtan, Max

## Absentees:

Erin

## Agenda

Try to have the sprint requirements lessened by Norman. Also, check in with progress.

| **Changes to Sprint 3 Backlog** | | | | |
| --- | --- | --- | --- | --- |
| **TIME ALLOCATED** | 20 minutes | **LED BY:** | | Nilly |
|  | | | | |
| **DISCUSSION** |  | | | |
| * Challenges: cannot find an easy way to implement a user effort chart, which would display all users’ effort for different tasks. * This would require differentiation of every user and tracking of their effort relating to a task over the course of the sprints. * Bargained with Norman to reduce the graphing requirement to just need the Sprint Burndown chart. | | | | |
| **CONCLUSION** |  | | | |
| * The amount of work would be lessened overall. * New assignments need to be given out to some people | | | | |
| **ACTION** | **ACTION TO BE TAKEN BY** | | **DUE DATE** | |
| Instead of working on the user effort graph and finding a way to track the time each user spends on a task, update the CSS for the update password page. | Kirtan | | 16/10/2023 | |

| **Stand up - Progress Check** | | | | |
| --- | --- | --- | --- | --- |
| **TIME ALLOCATED** | 40 minutes | **LED BY:** | | All |
|  | | | | |
| **DISCUSSION** |  | | | |
| * Found that Carissa was able to get the drag and drop fully working, with the product backlog and the sprint backlog. Also, items could be added from the product backlog to the sprint backlog. She was having some trouble getting the styling right for these. There was also a problem that they did not seem to sync with the local storage, resulting in the tasks disappearing once the page was refreshed. It was suggested that new storage options could be found. * Chaitsee had made some progress in visualising the effort, however, some code had accidentally been deleted whilst merging so she had to try to get this back. * Nilly had managed to create a page with multiple tabs but had run into some problems with the page refreshing when the tabs were clicked on. There were suggestions that this could be optimised by keeping all the tabs’ content on the same ‘page’ but conceal any parts that were not seen currently. | | | | |
| **CONCLUSION** |  | | | |
| Progress looks good, problems have suggested solutions | | | | |
| **ACTION** | **ACTION TO BE TAKEN BY** | | **DUE DATE** | |
| Continue working on the sprint | All | | 16/10/2023 | |

## AOB

N/A

## Next Meeting

14/10/2023 - 4pm

## Date and Time:

14/10/2023: 4pm - 4:20pm

## Meeting Attendees:

Carissa, Nilly, Chaitsee, Milni, Kirtan, Max, Erin

## Apologies:

N/A

## Absentees:

N/A

## Agenda

Stand up meeting, check in with progress

| **Stand up - Progress Check** | | | | |
| --- | --- | --- | --- | --- |
| **TIME ALLOCATED** | 20 minutes | **LED BY:** | | Milni - Product PO |
|  | | | | |
| **DISCUSSION** |  | | | |
| * Carissa talked through what she had accomplished between Thursday and today, which was improving the CSS and implementing a dropdown menu, however, she had run into issues where this would not append to individual tasks and could not actively display the value the user picked. Possible solution proposed was to use a different page for the code and then to integrate this into the homepage. * Nilly discussed her implementation of the past sprints page and demonstrated what this could do. She discussed the issues she had run into when trying to access and assign the different values to add tasks into the system. However, she had managed to resolve these on her own. * Milni demonstrated a spike to have motivational messages integrated into the system. She also showed some hardcoded graphs which could be used for the burndown charts. She was unable to access the data dynamically, as there was no way to assign this in the system. * Kirtan showed his update password page, which was still a work in progress. There were no major foreseeable issues. * Chaitsee showed her progress on the sprint burndown charts. * Erin demonstrated the change to add users to the system. She had run into some trouble when attempting to implement a dropdown of potential users, as it just would not work. It was proposed that this be scrapped and the user’s name could be displayed on the task itself. | | | | |
| **CONCLUSION** |  | | | |
| Progress looks good, problems have suggested solutions | | | | |
| **ACTION** | **ACTION TO BE TAKEN BY** | | **DUE DATE** | |
| Continue working on the sprint | All | | 16/10/2023 | |

## AOB

N/A

## Next Meeting

18/10/2023 - 4:30pm

## Date and Time:

18/10/2023: 4:30pm - 5:20pm

## Meeting Attendees:

Carissa, Kirtan, Nilly, Milni, Chaitsee, Max

## Apologies:

N/A

## Absentees:

Erin

## Agenda

Discussion of what was completed during Sprint 3, a headstart on the Sprint Retrospective and the filming of our final product demonstration

| **Discussion on what was completed** | | | | |
| --- | --- | --- | --- | --- |
| **TIME ALLOCATED** | 40 minutes | **LED BY:** | | All at various points |
|  | | | | |
| **DISCUSSION** |  | | | |
| * Discuss the final product and what has been accomplished throughout the sprint. * Planned out what needs to be displayed during the product demonstration video, focusing on the NFR and human aspects of the website. * Discuss what part of the documentation has not been completed yet and what needs to be improved due to feedback from the last sprint. * Discuss the failures and complications in completing certain tasks, so that this may be documented and added into the retrospective discussion. | | | | |
| **CONCLUSION** |  | | | |
| * Agreed that the product demonstration video should be completed as soon as possible and only display the product, keeping the sprint review details in the meeting but outside of the recording. * Agreed the order in which the parts of the website should be demonstrated. * Each person would think about any improvements they wished to add to the documentation. | | | | |
| **ACTION** | **ACTION TO BE TAKEN BY** | | **DUE DATE** | |
| Participate in the product demonstration video | All | | 18/10/2023 | |
| Finalise all documentation | All | | 18/10/2023 | |
| Take into account previous sprint feedback to further improve the product demonstration and documentation | All | | 18/10/2023 | |

| **Product Demonstration Video** | | | | |
| --- | --- | --- | --- | --- |
| **TIME ALLOCATED** | 10 minutes | **LED BY:** | | Nilly |
|  | | | | |
| **DISCUSSION** |  | | | |
| * During the demonstration, each member of the team had the opportunity to talk about the code that was personally worked on. * Nilly screen shared the website as each member talked about their part as a visual demonstration to the product owner and other viewers. * Discuss what was able to be implemented and a succinct easy-to-understand manner of how certain tasks were implemented. | | | | |
| **CONCLUSION** |  | | | |
| Due to time constraints, the video was rushed and agreed to may not have been the best quality. However, the team celebrated the end of their project and decided to put more effort into the documentation. | | | | |
| **ACTION** | **ACTION TO BE TAKEN BY** | | **DUE DATE** | |
| Finalise documentation and ready the project gitlab for submission. | All | | End of day 18/10/2023 | |

## AOB

All team members should think about their additions to the Sprint Retrospective.

## Next Meeting

19/10/2023, 6:00pm-8:00pm