

Team Project CS20/21

Meeting Minutes
November 11, 2020

Opening

The meeting with a customer was called to order at 2:30 PM on November 11, 2020 on Microsoft Teams.

Present

Hayden Sutherland – Customer

Artem Usov – Evaluator

Beth McDermid – Coach

Lewis Tse, Ans Farooq, David O'Neill, Pragati Mishra, Dominykas Meistas – Team Members

New Business

Recapping user stories and MoSCoWs

We talked briefly about user stories we had done before, and mentioned a new user story we added since the last meeting with the customer. Hayden wants us to tell him in the next meeting how we considered and defined non-functional requirements and how we're planning to deal with them in the upcoming sprints.

Introducing diagrams

Everyone introduced their diagrams to Hayden.

Sprint goal completion and new sprint goals

We discussed that we successfully completed our sprint goals. Regarding new sprint goals, what we presented is a minimum we will have by the next customer meeting, but depending on how much time we will have we might exceed our sprint goals. Hayden suggested considering MoSCoWs principle to determine what our "must do", "should do" and "could do" goals be for each sprint.

Other business

Hayden asked for us to make a plan for all upcoming sprints on how we're planning to complete our goals by the deadline and to see if we're falling behind on schedule or is everything on time.

Tasks for our next meeting

- Come up with goals for each sprint so that we manage to complete the project on time
- Think how we consider and define non-functional requirements and how we're planning to deal with them

Adjournment

Meeting was adjourned at 3:00 PM.

Minutes submitted by: Dominykas Meistas