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Group Meeting 1 Communication setup 10/8/2020 21:00AEST
- set up and share discord server, wechat group, trello, github repository, and google docs
- brainstorm on ideas about eportfolio
    - platform
        - website (react js + db: mongodb? sql?)
        - mobile app (android?)
    - UI/UX
        - techo, scrapbook, advanced blog?
        - page flipping middleware/code sample (only when developing on web)
            - react-flip-page
            - https://blog.csdn.net/a1038546502/article/details/54612440
            - https://juejin.im/post/6844903665216520206
        - read/write
            - read: flip-page
            - write: arrows clicked by mouse
            - whiteboard in the middle and tools on left and right sides
            - inserting annotations
        - export as pdf?
- tools for prototyping - axure 30 days free trials
- to do:
    - search for templates of eportfolio

Group Meeting 2 Role decision 13/8/2020 18:18AEST
- Product owner → Yunwei
- Minutes taker → Yifei
- Interviewer → Yunwei
- Facilitator → Danlei,Ruijie
- client interview
    - what to ask?
        - platform (web application/mobile app) → coding tools
        - requirements: visual, functionality → what to upload
        - see client interview document for more details

Standup Meeting 1 Week2 16/8/2020 12:30AEST
- email about urls of all tools (done)
- could suggest things to the client → framework, brainstormed ideas
- python, django, flask?

Group Meeting 3 Potential client questions 16/8/2020 12:50AEST
- discuss with the client what framework and platform to use? prefer: reactjs + nodejs

- discuss with the client what type of website he/she wants? prefer: a platform: code reuse, more meaningful
    - if unexpected things happen we could abandon this plan, as the platform is adding functionalities to a simple personal tool. (re-examine in week 6?)
- weekly plan for next week
    - meet the client
    - after meeting the client, start axure prototype design
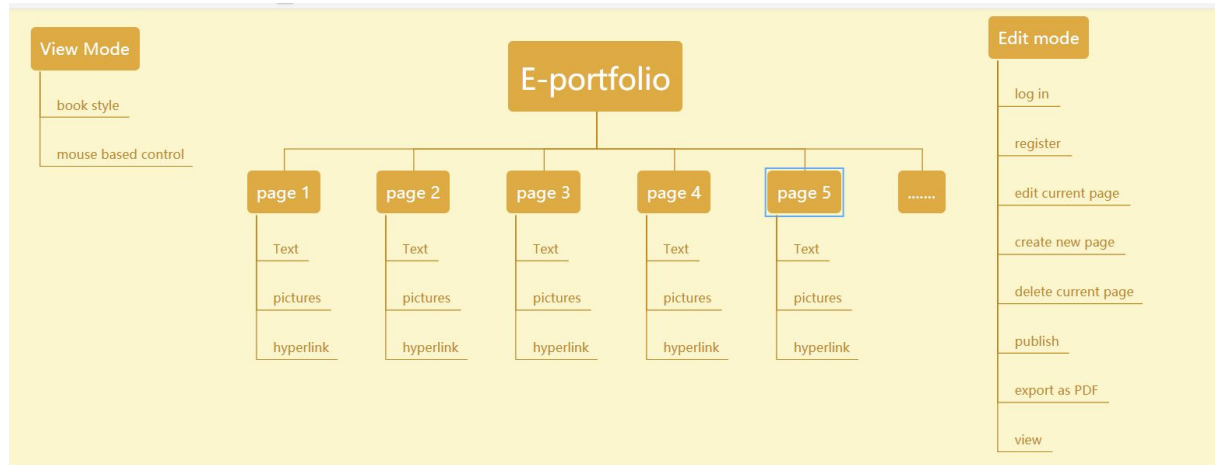   - learning while doing

Group Meeting 4 Check the contact and documents required 20/8/2020 18:20AEST

Assessment overview

- Team processes and progress 40%
    - 10% after week 6
    - 10% after week 9
    - 20% after end of project
- Team product 20%
- Team presentation 10%
- Individual component 30%
    - Individual contribution 12%
    - Professional communication 8%
    - Final reflective report 10%

- agree on the time of meeting the client
- frontend, backend?
- user stories
- checklist
    - code repository - Github
    - project management - trello
    - communication - Wechat
    - Documentation - google docs
    - tech stack - nodejs, reactjs, mongodb/sql
    - deploy - heroku
    - CI/CD Pipeline - heroku
- documentations
    - motivation model
    - user stories (use case)
    - digital prototype: axure
    - acceptance criteria?
    - non-functional requirements?
    - architecture model (class diagram, mindmap for web)
    - database model
    - product backlog (handover documentation)
    - sprint backlog (sprint planning + sprint reflection + retrospectives)
    - stand up reports
    - quality assurance (testing)

Group Meeting 5 Prototype structure discussion and the finalization of 1st interview questions 22/8/2022 18:00 AEST

- ask them to join discord, wechat?

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- things parallel to portfolio functionality → too much?
    - this is not a webpage-webpage structure, but showing how the functionalities look like
- responsive grid design?
- canvas grid design? (let user to drag and place the desired component on whatever place) - might be extremely hard to do
- a tool?

Ideas of Prototypes :
- Basic web representation(one time editing)
- tool (allowed to editing with modularized function)
- More social communicating features available for the web viewing

Editing mode :
- provide a middle page before editing, middle page: template to choose?
- different eportfolios may contain different subjects/fields → need a landing page for all e-portfolios
- preview?

Presentation mode:
- http://www.codeceo.com/article/6-html5-paging-animation.html
- export as:
    - right click
        - share
            - pdf
            - url → flipping page book? xiumi sliding block?

- sharing multiple files? sharing multiple urls or sharing the homepage (landing page) of the files
  - edit
  - preview

Management mode?
- viewer → user home page → projects (eportfolios with customized cover) → only could view those he is authorized to view

- Roger → PPT presenting 3 modes and let the client to choose which prototype the client prefer
- reconsidered client interview questions (see "Client Interview" document)

Standup Meeting 2 Week 3 23/8/2020 12:30AEST
- last week: mostly teamwork, summarized and understood each other's ideas
- Yunwei made PPTs with three different prototypes, let the client to choose which prototype they prefer (from simplest to most complicated → see Group Meeting 5)
- preparing and thinking about the client meeting questions
- contacted client and negotiated an appropriate time to meet

Solution Documentation

1. Motivational model
2. Prototype: paper and digital
3. User profile: persona
4. Agreed scope (product backlog / user stories)

5. Diagrams: architecture, entity relationship, class, component, use case, sequence, etc.

6. Sprint backlogs & estimation
7. Technology highlights
8. Internal processes (code commit process, coding standards, quality assurance)
9. Configuration, readme, user manuals, deployment guides
10. User acceptance tests, unit tests, integration tests

Standup Meeting 3 Week 4 30/8/2020 12:30AEST
- Turn on video from next week
- use the trello board during the meeting

- sprint 1 ends in two weeks → upload models, documentations and code to repository before end of next week
- Things we've done last week :
    - Do prototype UI/UX
    - Choose colour plan
    - Choose product name
    - Do/be/feel model + motivation model
    - Design logo
    - Initialize backend
- Talking about things that everyone have done
- Going to do the user stories next meeting

Sprint 1 Sprint Planning Meeting + Product Backlog
- see product backlog

Standup meeting 5 6/9/2020 12:30AEST
- architectural diagram
- enterprise → for job interview, not necessary
- present some of the models

Group meeting 4 week 5 6/9/2020 12:55AEST
- assist on backend
- discuss on UI → logout icon
- discuss on what everyone is going to do next week → trellos

Group meeting 5 week6 12/9/2020 15:15AEST
- what to do in the sprint 1 client meeting
    - show prototype
    - client feedback
    - what have we done in this sprint: motivation model, product backlog
    - what to do in sprint2

Standup meeting 5 Week 6 13/9/2020 12:25AEST
- link the trello board with user stories to make more sense
    - eg: U1.1 user can log in → U1.1 backend authentication; U1.1 frontend login page
- give trello board label to distinct from frontend and backend

Group meeting 6 Week7 + Sprint 1 Retrospective + Sprint 2 Planning 14/9/2020 21:00AEST

- refer to sprint backlog for sprint 1 retrospective and sprint 2 planning
- linked trello board with user stories
    - should we put "testing" in user stories? (testing is for developers not users)
    - cards such as "testing" cannot be identified which user stories to associate with
- modify on Roger's "about product" together
    - refer to about product (in google drive)
- discussed on "contact us" page
    - about us
    - maybe a form?

Standup meeting 6 Week 7 20/9/2020 12:25AEST

- Trello board: split "Sprint 1", "Sprint 2" as two done, and put "Sprint 3" as a new done board, a block for introducing what different colors stand for
- API documentation: backend and frontend could write what the expected request and response on this documentation, so they do not need to wait for each other to finish to do the next implementation.
- Employment and testing is important → Heroku (done), unit and integration testing (doing)
- For sprint 1 (3/5) Very Good
    - good: prototype, documentations are clear and quality is good (make sense), communication
    - improvement: documentation structure, put links of all documentations into a single source
        - use different folders to categorize documentations, for example, requirement analysis folder, architecture folder
        - make it obvious for people to see it
        - both required for documentation and presentation
            - for presentation, the instructor will look at a lot of presentations, so a clear structure will make it stand out
    - catch up with the webapp → concern about whether we could finish what we planned for sprint 2
- The feedback for sprint 1 will be updated in canvas next week

Group meeting 7 Week 8 22/9/2020 22:00 AEST

- discussed on sprint1 feedback
    - changed documentation structure: folders, index
    - updated prototype
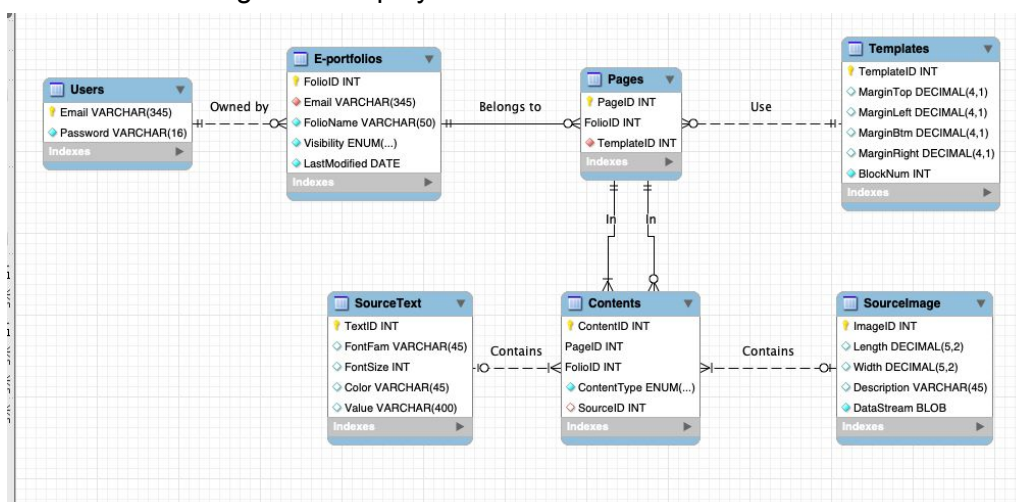- start on api documentation

- still need investigation and discussion on how to store and update the e-portfolio
- e-portfolio cover page: auto-generate? user upload?
- database structure need to be updated on er model

Standup meeting 7 Week 8 27/9/2020 12:25 AEST
- git workflow → code review, pull request?
- suggestions: master, develop (at least two branches) → for our team we have master, frontend (dev-frontend) and backend (dev)
- branches for each feature? (ideal, will try to implement like this in the future)
- giving feedback could improve coding style
- pull request: when merging own feature to the common branch
- pair programming: live review → coding on the same feature at the same time but time consuming
- code review checklist:
    - consistent
    - ensure code quality

Group meeting 8 Week 8 27/9/2020 12:40 AEST
- open branch protection for master, dev and dev-frontend
    - now direct commit is disabled and develop team has to create new branch for each new feature and create pull request when merging
- api documentation on https://apizza.net/project/7e84eca3c93d8bca570937c389018dbe/browse
- discussion and change on database structure
- updated the er model: folio now have visibility for access control and last time modified for sorting when display

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- this is also added to the documentations

Standup meeting 8 Week 9 4/10/2020 12:25 AEDT
- Sprint 2 assessment after Wednesday mid-sem break
- document the code review process
    - copy and paste the link in the code review workshop slides and follow it
- document tests → same for deployment and code review process
- handover meeting → joined by Hannah to see the final product
    - available after 5:30 weekdays or weekend
    - can do it after week 12, but before the deadline of team report submission

Standup meeting 9 Week 10 11/10/2020 12:25 AEDT
- Feedback from Sprint 2
    - very good (4/5)
    - automated pipeline from Github
    - good: Liked our product, no rough text, nice and clean about the product
    - to improve:
        - api documentations with postman → auto testing;
        - draw diagram for deployment (with CI/CD pipelines it is more meaningful) to put into handover document for our instructors to see
    - prepare for presentation next week
        - fun, easy to follow, stand out from 72 presentations
        - good highlight
        - visualize 20%
        - diagram about workflow
        - 15 minutes, 10-12 presentation, 3 minutes Q&A
        - see it as you are going to sell it, present yourself and product to your customers
        - quick short demo about video is fine

Standup meeting 10 Week 11 18/10/2020 12:25 AEDT
- presentation
    - demo video but real product is preferred
    - understand your project
    - target the instructor → business user
        - do not present too many technologies
    - picture than plain text
    - script for presentation is fine, but don't just read
    - don't waste time on log in
    - keep things short
    - practise presentation: Wed 17:15-30 email to remind Hannah

Presentation Practise Meeting Week 11 21/10/2020 17:15 AEDT
1. show something about testing

2. nice profile about the product → make a few nice e-portfolio with user criteria (eg: photographer etc) to make it fancy
3. timing: 12-3 minuts
4. anything nice about the product: eg: requirements by the client
5. relate to what you do with the lecture: motivational model, code review, checklist
6. link the challenges with what we learnt → how you overcome challenges
7. what you actually review for code
8. entertainment
9. write scripts but do not read it when you talk
10. show testing, architecture, deployment → test report, ensure that your product is correct