

# Meeting Minutes

## Meeting 1

[Recording 2024-08-10](#)

**Minutes for:** 2024-08-10

**Present:** Christian Nieves, Seanghai Heng, Keenan Phillips, William Dash, Paul Johny Mampilly

**Apologies:** N/A

**Issues from last week:**

N/A

**Discussions:**

- User stories
  - How many we need
- How we could break a user story into separate tasks
- Brief mention of getting Git repositories ready

**Plan for next week/Action items:**

- Have 20 total user stories done by *Wednesday*
  - Including acceptance criteria
- Talk about the SRS document on *Wednesday*
- Over *Wednesday - Friday* break down user stories into tasks
- By *Friday* we may start assigning tasks

## Meeting 2

[Recording 2024-08-14](#)

**Minutes for:** 2024-08-14

**Present:** Christian Nieves, Seanghai Heng, Keenan Phillips, William Dash, Paul Johny Mampilly

**Apologies:** N/A

**Issues from last week:**

- Not all user stories and acceptance criteria were completed

### **Discussions:**

- User stories
  - What we need to complete
- SRS document
  - Introduction
  - Functional requirements
  - Non-functional requirements
  - System architecture
    - This will follow the MVC framework
  - User interface design
  - Assumptions and constraints
  - Dependencies
  - Glossary
    - Everyone adds to this as they do their assigned sections

### **Plan for next week/Action items:**

- Finish off the remaining user stories and acceptance criteria by *Friday's* class
  - During *Friday's* class break user stories down into tasks
  - *Next week* we can focus on test cases
  - During *Friday's* class ask Dale about how we approach definition of done
- Everyone works on their assigned section of the SRS document, *no current due date*
  - Christian Nieves
    - Assigned to functional requirements
  - Seanghai Heng
    - Assigned to introduction
  - Keenan Phillips
    - Assigned to dependencies
  - William Dash
    - Assigned to assumptions and constraints
  - Paul Johny Mampilly
    - Assigned to non-functional requirements
  - Everyone
    - Collaboratively work on system architecture
    - Collaboratively work on user interface design

# Meeting 3

[Recording 2024-08-17](#)

**Minutes for:** 2024-08-17

**Present:** Christian Nieves, Seanghai Heng, Keenan Phillips, William Dash, Paul Johny Mampilly

**Apologies:** Heethasha Sandeep Kumar

## Issues from last week:

- Acceptance criteria is not complete
- We are still not entirely sure what needs to be completed for milestone 1

## Discussions:

- What needs to be done for milestone 1
  - User stories
    - Changed assignment to 3 per person
    - Blocked some less essential stories
  - Product backlog
  - SRS Document
  - Retrospective
- Markdown checkboxes

## Plan for next week/Action items:

- Have user stories entirely complete *by Wednesday*
  - Breakdown user stories into tasks
  - Break tasks into sub-tasks and give them effort number.
    - Unsure about this part, we could leave it until Friday
  - Prepare the Sprint 1 backlog (tasks).
  - Write Acceptance Criteria for all your Sprint 1 user stories
  - Write Possible estimation for each item
  - Write test cases for each item
  - Write Definition of Done for each item
  - Assigned user stories
    - Paul Johny Mampilly
      - [1 \(#6\)](#), [2 \(#4\)](#), [3 \(#7\)](#)
    - William Dash
      - [4 \(#8\)](#), [6 \(#10\)](#), [7 \(#11\)](#)

- Seanghai Heng
  - [8 \(#12\)](#), [9 \(#13\)](#), [10 \(#14\)](#), [11 \(#15\)](#)
- Keenan Phillips
  - [12 \(#16\)](#), [13 \(#17\)](#), [14 \(#18\)](#)
- Christian Nieves
  - [15 \(#19\)](#), [16 \(#20\)](#), [17 \(#21\)](#)
- Heethasha Sandeep Kumar
  - [18 \(#22\)](#), [19 \(#23\)](#)
- Work on SRS if possible
  - We want SRS on track to be mostly done by Friday

## Meeting 4

[Recording 2024-08-21](#)

**Minutes for:** 2024-08-21

**Present:** Christian Nieves, Seanghai Heng, Keenan Phillips, William Dash, Paul Johny Mampilly, Heethasha Sandeep Kumar

**Apologies:** N/A

**Issues from last week:**

- A few user stories hadn't been broken down fully yet

**Discussions:**

- Status on user stories
  - Most people have completed theirs
- Sprint retro notes
  - Keenan has created one
- Sprint planning notes
  - Needs to be done
- Estimation and effort number for stories or tasks
  - We want to check with Dale which is for which
- SRS document
  - Seanghai has finished the introduction
  - Check with Dale if we need to follow the template or the list
- We plan to move the Saturday meeting to Sunday

**Plan for next week/Action items:**

- Ensure all user stories are complete
- Finish sprint 1 retro notes
- Do sprint 1 planning notes
- Ask Dale about estimation, effort numbers, SRS status