

Meeting No: 1

Meeting Details

Date:	3/08/2022
Venue:	In Person
Attendees:	Abdul, Amy, Joseph, Luke
Apologies:	N/A

Information / Decisions

No.	Item
1	Introductions <ul style="list-style-type: none">Hello & about us
2	Communication <ul style="list-style-type: none">Use teamsPlease chat and make contact with each other
3	Brainstorm classes/review spec

Action Items

No.	Item	Who	By
1	Draft user stories for class components: <ul style="list-style-type: none">Appointment: AmyUser: JosephChatbot/Notifications: LukeMedicine: Abdul	All	Wednesday
2	Fill in contact details & minutes roster in Admin spreadsheet.	All	Wednesday
3	Decide on date/time for regular stand-up meetings	All	Wednesday
4	Create user story for ER diagram	Luke	Wednesday

Meeting No: 2

Meeting Details

Date:	2022-08-10
Venue:	In person
Attendees:	Abdul, Amy, Ash (Syed), Joseph, Luke
Apologies:	n/a

Information / Decisions

No.	Item
1	Welcome Ash & introductions <ul style="list-style-type: none">Ash likes maths, physics & AI Review actions from last meeting
2	Review responsibilities (What do these activities entail?) <ul style="list-style-type: none">Meeting chairMinutes
3	Review ER diagrams
4	Deliverables for milestone 1
5	? Review user stories
6	? Housekeeping: Github <ul style="list-style-type: none">What makes a good commit message?Establish the rules for using the tool

Action Items

No.	Item	Who	By
1	Wireframes 4-5 pages: sign in login booking chat	Luke	Sunday
2	Definition of done, test cases, 'acceptance criteria'	All	Sunday
3	Set up GitHub (private) and add team members + teaching staff	Abdul	Sunday
4	Draw ER diagram for Relational database	Ash	Sunday

Meeting No: 3

Meeting Details

Date:	2022-08-14
Venue:	MS Teams
Attendees:	Abdul, Amy, Ash (Syed), Joseph, Luke
Apologies:	N/A

Information / Decisions

No.	Item
1	Minutes & meeting chair (deferred) <ul style="list-style-type: none">• How do we want to proceed?• Is our current approach working?
2	Review actions from last meeting (assignment deliverables) <ul style="list-style-type: none">• All: Test cases/acceptance criteria/Definition of Done<ul style="list-style-type: none">◦ Problems/Progress/Tips for the team?◦ Any changes to Definition of Done?◦ Amy: Scope of user stories: spec<ul style="list-style-type: none">▪ Which stories relate to the registration function?◦ Amy: We may need to add user stories that specifically relate to API functionality◦ Amy: It's not easy to test for GUI function in unit testing. > Selenium.• Luke: Wireframes<ul style="list-style-type: none">◦ Completed user registration, profile, and sign up, appointment bookings, chat box.• Ash: ER Diagram for database<ul style="list-style-type: none">◦ WIP• Abdul: GitHub set up and all users added<ul style="list-style-type: none">◦ Sent user details for team account◦ WIP• Test cases vs. Definition of Done vs. Acceptance Criteria.<ul style="list-style-type: none">◦ Discussed differences.• Difficulty in unit testing for GUI actions.<ul style="list-style-type: none">◦ To limit unit testing to the backend portion of the project.• Definition of done (Amy).<ul style="list-style-type: none">◦ Gone over the document.◦ Finalized Definition of Done for project.• Poker planning<ul style="list-style-type: none">◦ Estimated effort required using numbers 0, 1, 2, 3, 5, 8
3	Remaining deliverables for Milestone 1: <ul style="list-style-type: none">• Prepare product backlog (Joseph)<ul style="list-style-type: none">◦ User stories that are not related to the Registration functionality only need to be estimates.• Enter all stories into Jira (Everyone by 06:00 PM Tuesday 16 08 2022)<ul style="list-style-type: none">◦ Team walkthrough & creation of sample story

	<ul style="list-style-type: none"> • Select user stories for sprint 1 <ul style="list-style-type: none"> ◦ Break down into sub-tasks ◦ Assign effort number • Prepare backlog for sprint 1 (Amy) • Write sprint planning notes for Sprint 1 (Luke) • Revision of user stories. <ul style="list-style-type: none"> ◦ Merged similar user stories. ◦ Discussed in and out of scope user stories. ◦ Identified user stories related to registration. ◦ Added more user stories relevant to registration. ◦ Identified subtasks for user stories relevant to registration. ◦ Add all user stories to Jira (Everyone)
4	Submitting milestone 1 (Joseph) <ul style="list-style-type: none"> • Need a volunteer to collate information & submit • When does volunteer need information to submit on time? • Where do we put our completed work?
5	Sprint 0 retro (Luke) <ul style="list-style-type: none"> • Filled out sprint planning notes for team

Action Items

No.	Item	Who	By
1	Complete ER diagram for database.	Ash	Sunday
2	Register GitHub account.	Abdul	Sunday
3	Product backlog.	Joseph	06:00 PM Tuesday 16 08 2022
4	Upload Jira ticket for assigned user stories.	Everyone	06:00 PM Tuesday 16 08 2022
5	Check if Jira supports import of user stories as csv	Amy	Sunday
6	Create peer assessment and contributions form	Amy	Sunday
7	Complete peer assessment and update contributions on form. Complete video of contributions.	Everyone	06:00 PM Tuesday 16 08 2022
8	Prepare backlog for sprint 1	Amy	06:00 PM Tuesday 16 08 2022
9	Write sprint planning notes	Luke	06:00 PM Tuesday 16 08 2022
10	Submit milestone 1	Joseph	11:59 PM Tuesday 16 08 2022