Meetings

This page represents the summary and breakdown of all meeting notes taken during meetings.

Table of Contents

Client meetings

The sub pages under this page are a record of all the client meetings that the teams have had throughout the course of the project.

09/03/21

Meeting of: AIA Teams

Held at: Old Arts, 155

Date: 09 Mar 2021

From: 11 am – 12 pm

Present:

Sanjana, Ishwari, Naman, Zimo, Chao, Mick, Cameron, Andrew

Linda, Harald, Lee (clients)

Minutes

The following was discussed –

S. No.	Agenda	Points discussed
1	Create a list of improvements	- Clients decided to send a list of improvements that need to be made on the AIA web app by the end of the day - A list was received which is added here - Client Improvements - Teams are expected to prioritize the improvements and send it back to the clients in the next week for approval (thereby, generating a second version of the improvements) - After which teams can begin the implementation of the high priority improvements in the first sprint
2	Communication tool	- It was decided that the teams will arrange meetings with the clients via zoom (if there is a lot to discuss then IRL meetings during the tutorial) - Clients can be contacted via the slack channel or email - A meeting agenda should be sent to the clients if and when meetings are scheduled with them so that they know what to expect - Not to have meetings very frequently - maybe fortnightly meetings
3	Team meeting	Both teams decided to have a combined meeting to prioritize the improvements once received as well as decide the confluence structure

Next meeting

The next general meeting will be IRL at Old Arts, Room 155.

Agenda of next meeting

- Revise the prioritized improvements
- Decide when the first sprint will start and for how long

Minutes Approved by: All

16/03/21

Meeting of: AIA Teams

Held at: Old Arts, 155

Date: 16 Mar 2021

From: 11 am – 12 pm

Present:

Sanjana, Ishwari, Naman, Zimo, Jason, Chao, Mick, Cameron, Andrew

Linda (client)

Minutes

The following was discussed –

S. No.	Agenda	Points discussed
1	Revise the prioritized improvements	- A prioritized improvements document was sent to the clients. - IRL meeting, the client discussed the items on the document with the teams and the document was revised with changes suggested by both which is updated here - Client Improvements 8 tasks were selected for the first Sprint (Sprint 1A). - The tasks were allocated between both teams. - Each team will further allocate the tasks to team members.
2.	Sprint 1A	It was decided that the teams will have the first sprint starting 22 Mar 2021 for a week that is ending on 29 Mar 2021

Next meeting

The next general meeting will be IRL at Old Arts, Room 155.

Agenda of next meeting

- Sprint Review to show improvements implemented in Sprint 1A

Minutes Approved by: All

Team meetings

The sub pages under this page contain the meeting minutes recorded by both teams combined as well as the individual meetings of each team.

Both teams

Meeting minutes of combined meetings of Team 1 and Team 2.

13/03/21

Meeting of: AIA Teams

Held at: Zoom

Date: 13 Mar 2021

From: 2 pm – 3 pm

Present:

Sanjana, Ishwari, Zimo, Chao, Mick, Cameron

Minutes

The following was discussed –

S. No.	Agenda	Points discussed
1	Prioritize the improvements of the client and generate a report	- The improvements were prioritized in this document - Client Improvements - The teams decided which tasks will be completed in the first sprint (Sprint 0)
2	Decide confluence structure	- This is the structure decided - Confluence Structure - Team 1 will update the Home page with the following things - - Project description - Table of stakeholders - Table of teams (with roles and responsibilities) - Team 2 will create a Background page with the following - - Purpose of the AIA web app - About the clients - System - existing and desired - Scope - in and out - Both pages should be added by Tuesday
3	GitHub repo and branch	- Clone the forked GitHub repo https://github.com/Sanj98/algorithms-in-action.github.io.git **In Sprint 0 teams will create branches for their features and push changes to 'dev' - they will not be working on their team branches** - Team 1 (Ishwari, Naman, Sanjana, Zimo) - team1_dev branch - Team 2 (Chao, Mick, Cameron, Andrew) - team2_dev branch - After the sprint both teams will merge their branches to master branch

Next meeting

The next general meeting will be on 19 Mar 2021 via zoom.

Agenda of next meeting

- Allocate documents among team members
- Decide dates for sprint ceremonies

Minutes Approved by: All

19/03/21

Meeting of: *AIA Teams*

Held at: *Zoom*

Date: *19 Mar 2021*

From: *4:30 pm – 5:30 pm*

Present:

Sanjana, Ishwari, Zimo, Chao, Mick, Cameron, Andrew, Naman, Jason

Minutes

The following was discussed –

S. No.	Agenda	Points discussed
1	Documentation **before** Sprint 1A	- The following documents need to be completed before 22 Mar 2021 - They have been allocated to the team members as follows - ☑ Functional requirements - Ishwari Padval ☑ Non functional requirements - Zimo Li ☑ Motivational Model - Mick ☑ Personas - Jason ☑ User Stories - Sanjana Ratan ☑ Overall Plan - Andrew ☑ Sprint 1A Backlog - Chao Zhang ☑ Component Design - Cameron Wong ☑ Coding Standards - Naman Gupta ☑ Product Backlog - Sanjana Ratan (link to User stories, add a story ID column) ☑ High Level Architecture - Andrew ☑ Use Case Diagram - Ishwari and Sanjana ☑ Acceptance Testing - All members will do with respect to their own user stories
2	Documentation **during** Sprint 1A and sprint ceremonies dates	- The following documents will be updated during/ after Sprint 1A - - Sprint planning meeting minutes - Sprint stand up meeting minutes - Sprint review meeting minutes - Sprint retrospective meeting minutes - Each team will do this individually and document the minutes into Confluence
3.	Inception Phase documentation	- Tentative deadline of inception phase is 01 Apr 2021 - Following is the checklist - ☑ Project Overview ☑ Requirements ☑ Overall Plan ☑ System Design (will be discussed next week) ☑ Coding standards

Next meeting

The next general meeting will be on 06 Apr 2021 via Zoom.

Agenda of next meeting

- Decide duration for sprints 1B and 1C
- Decide users stories for each sprint and allocate among teams

Minutes Approved by: All

06/04/21

Meeting of: AIA Teams

Held at: Zoom

Date: 06 Apr 2021

From: 5:30 pm – 6:00 pm

Present:

Sanjana, Ishwari, Chao, Mick, Cameron, Zimo, Jason

Minutes

The following was discussed –

S. No.	Agenda	Points discussed
1	Duration of Sprints 1B and 1C	• Sprint 1 ends on 27 Apr 2021 　• Sprint 1B - 07 Apr 2021 - 16 Apr 2021 　• Sprint 1C - 17 Apr 2021 - 27 Apr 2021
2	Decide user stories for each sprint and allocate among teams	• BST and Prim's = Team 2 • Quicksort and Transitive closure = Team 1
3	Document Sprint 1B backlog	• Mick will create the backlog by07 Apr 2021

Next meeting

The next general meeting will be on 07 Apr 2021 via Zoom.

Agenda of next meeting

• Sprint Planning of Sprint 1B

Minutes Approved by: All

20/04/21

Meeting of: AIA Teams

Held at: Zoom

Date: 20 Apr 2021

From: 5:30 pm – 6:00 pm

Present:

Sanjana, Ishwari, Naman, Zimo, Andrew, Cameron, Zimo, Jason

Minutes

The following was discussed –

S. No.	Agenda	Points discussed
2	Decide user stories for each sprint and allocate among teams	• BST = Team 2 • Quicksort and Transitive closure = Team 1
3	Document Sprint 1C backlog	• Sanjana will create the backlog by21 Apr 2021

Next meeting

The next general meeting will be on 21 Apr 2021 via Zoom.

Agenda of next meeting

- Sprint Planning of Sprint 1C

Minutes Approved by: All

27/04/21

Meeting of: AIA Teams

Held at: Zoom

Date: 27 Apr 2021

From: 11:00 am – 12:00 pm

Present:

Sanjana, Ishwari, Chao, Mick, Cameron, Andrew, Jason

Minutes

The following was discussed –

S. No.	Agenda	Points discussed
1	Documentation for Sprint 1 submission	- The following documents need to be completed by 29 Apr 2021 - They have been allocated to the team members as follows - **System Architecture and Design** ☑ Component Design - Sanjana ☑ State diagram - Mick ☑ Activity diagram - Andrew ☑ Use Case diagram - Ishwari **Development** ☑ Development manual - Cameron **Testing** ☑ Acceptance testing - Everyone ☑ System Testing - Chao ☑ Checklist - Ishwari ☑ GitHub repo - Sanjana
2	Demo	- Accessible link - https://algorithms-in-action-staging.herokuapp.com/ - Thanks a ton 😃 Cameron Wong
3	Previous submission feedback	*the meeting section seems meaningless because all the ceremonies are in Sprint, need a better way to structure.* - How to organize the "Meetings" section ? - Leave it as it is

Next meeting

The next general meeting will be on 28 Apr 2021 via Zoom.

Agenda of next meeting

- Sprint review of Sprint 1C

Minutes Approved by: All

Team 1

The team comprises of -

- Ishwari Padval
- Naman Gupta
- Sanjana Ratan
- Zimo Li

06/03/21 - Team 1

Meeting of: AIA Team 1

Held at: Zoom

Date: 06 Mar 2021

From: 2 pm – 3 pm

Present:

Sanjana, Ishwari, Naman, Zimo

Minutes

The following was discussed –

S. No.	Agenda	Points discussed
1	React course for beginners	- Uploaded a zip file of the course in the Google Drive folder, download it. **Must watch videos 01, 02, 03, 04, 06, 07, 10, 11, 12, 13, 14, 15, 16, 17** 01 - Intro 02, 03, 04, 06 - Components 07 - Props 10, 11, 12 - Events 13, 14, 15, 16, 17 - State
2	Google doc to add improvements and new algorithms	- Create and share a Google doc where all members will add existing features to be improved and new algorithms to be added. - Everyone will **add** their **inputs by Monday (08/03) 6 pm** after which Sanjana will delete any repetitions. - This doc will be referred to discuss pointers in the tutorial on Tuesday 11 am.
3	GitHub repo and wiki	- Skim through the code - locate 'algorithms'. - Go through wiki - Development manual.

Next meeting

The next meeting will be on 13 Mar 2021 via Zoom which will be a combined meeting of both teams.

Agenda of next meeting

- Prioritise improvements sent by client
- Decide confluence structure

Minutes Approved by: All

Team 2

The team comprises of -

- Andrew Harding
- Chao Zhang
- Chunxi Lin (Mick)
- Cameron Wong

06/03/21 - Team 2

Date

06 Mar 2021

Time

6:30pm - 7:30pm

Attendees

- Chao Zhang
- Mick
- Cameron
- Andrew

Goals

- Familiarize with each other
- Find area that can be improved in existing code
- Brainstorm algorithms that could be implemented

Discussion items

Time	Item	Who	Notes
20min	Ice breaking	all	
15min	Areas need to be polished		- The animation for binary search tree did not clearly indicate whether the child is left or right when there is only one child for a given node - The animation for quicksort is not intuitive, it only shows partition but no merge - The bubble in animation does not dynamically resize in regards to the content for heapsort
15min	Suggest new algorithms to be implemented		- DFS - BFS - dijkstra algorithm - Mergesort