Meeting 14/04/2018

Agenda

1. Communication and Rules
2. Architecture and Modules
3. GIT structure and restructuring
4. Meeting and communicating with Vincent
5. Scrumming Process

Communication

* It was decided to only communicate using Slack and delete the Whatsapp group.

But emergency communication, where a person is or something they need to know immediately, can be done on Whatsapp.

Concerns about data were raised and it was decided that messages paramount to the next day should be send by 6pm the day prior, beyond that people can reply/ communicate when they have access to the internet.

* Also it was requested that we all keep our messages as short and to the point as possible.
* In Slack we have created channels to keep specific conversations separate namely #UI, #Database, #Server; they will pertain conversations as described by their name. The existing #general thread will be used to discuss meeting and overall progress

Rules

* In cases of conflict or if a person feels that another person is not working as they should, it was suggested that their complaint first be taken to the group leader, Fiwa, or someone else if the complaint is about him, then those people involved in the complaint first try resolve it internally with Fiwa mediating; if it is not resolved then the whole group comes in to mediate and find a solution.
* Sending of emails, content, making new additions and/or booking of meetings should come past the group for consensus before done by any individual.
* Everyone is to do their designated assignment and only intervene with another persons’ when asked for help.
* We must pay attention and mind to the suggestions of others. If a suggestion is made by someone, it should be reviewed and responded to within 24hrs, if the majority reaches a consensus the decision holds.

Architecture and Modules

* We decided that the architecture will remain the same: 3-tier
* Agreed upon modules are:
* Course Content
* User Profiles
* Notifications
* WebUI
* Search and Navigation
* Discussion Board
* Database

GIT

* Structure to be divided into 3 primary folders:

1. Admin: holds group details, photo, rules and tender documentation
2. Documentation: all relevant documentation required for the project from demo 1 till completion
3. Source Code: to be divided into the three divisions of the project and each subfolder will have the relevant source code

* Every document or image should be in its editable format (tex, txt, mdj, tec.) and its final product format (pdf, jpg, png)
* The group will branch off the section specific when working on their relevant tasks and then merge back. The branches will only be deleted once the project reaches completion.

It was also advised that all team members familiarise themselves with using Git as it is very important.

Meeting Vincent

* Request that meeting be after aegrotat test; 21/04/2018
* Also suggest or ask him if we can meet him every two or three weeks
* Reminder to him about content for the next meeting

Scrumming

* Importance of planning was made and how scrumming can help us schedule and delegate work.
* Monday we meet and start the scrumming process; throughout the week we can either meet and work as a unit or in pairs. The end of the week or the next Monday we recap and re-delegate tasks
* Delegations and progress be put on zenhub so it is utilised.
* Each person should explain their progress and certain elements of their system so we can all have an understanding of the sections functionality and why certain technologies or tools were used.