

Meeting Summary

Date: 1st Nov 2024, 08:00

Meeting called to order by: Eman

Attendees:

- Omar Sherif
- Mahmoud Radi
- Hala Abuzaid
- Gehad Ashry
- Eman Ayman

Discussion Points

1. Trello Usage Updates

- **Card Structure:** Each task will have two cards: a **Create** card and a **Review** card.
- **Task Assignment and Progress:**
 - Assigned members should only move the task card to "In Progress" when they start working on it.
 - Upon completing a task, the assignee must mark the "✓" on their Create card to avoid missing deadlines (cards turn red if deadlines are missed).
 - To move the card to "In Review," the assignee must:
 - Mention the reviewer in the card (e.g., "@reviewer I'm done, you can review").
 - Include a link to the document uploaded on GitHub.
- **Review Process:**
 - The reviewer moves their Review card to "In Progress" and starts reviewing.
 - Once the review is complete, the reviewer marks the "✓" on their Review card, marking it as complete.
 - The reviewer then mentions the creator (e.g., "@creator I've reviewed, please edit the document") and includes a link to the review sheet.
- **Task Closure Check:**
 - A task is considered closed only if both the Create and Review cards are in the "Done" list.
 - If the Review card is in "Done" but the Create card is in "Complete," the review is still open.
- **Backlog Separation:** The backlog will be separated into its own list to avoid confusion about current vs. pending tasks.

2. GitHub Guidelines

- No one should merge directly to the main branch; all changes must be pushed to the dev branch.

- Always include the version number in the commit message.
- Ensure the uploaded version is the final one before pushing to GitHub.

3. Test Case Template

- The test case template uploaded by Eman on GitHub will be used as the standard.
- Hala will create the test cases for the login feature using this template.
- **Assumptions Sheet:** We agreed to create an assumptions sheet to document answers to questions that arise while writing test cases (e.g., error messages). This sheet will not be part of the SRS but will be used to update the SRS and build the wireframe based on these assumptions.

4. Plan for the Week

- Continue refining the Trello process and ensure everyone follows the updated workflow.
- Hala to complete the login test cases.
- Team to focus on separating the backlog and adhering to GitHub branching rules.
- Create the assumptions sheet and use it to update the SRS.
- Review the test cases, then create the wireframe based on the reviewed test cases and the assumptions sheet.

Action Items:

- Hala: Create login test cases using Eman's template.
- All: Follow the updated Trello process and GitHub guidelines.
- All: Ensure backlog is separated into its own list on Trello.
- Team: Create the assumptions sheet for test case questions.
- Team: Review test cases before creating the wireframe.