**Group 12 - Meeting Agenda & Minutes – Deliverable 1: Meeting 6**

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| **[ECSE 321: Deliverable 1 / Group 12 / Software Engineering]**  **Name/meeting title:** Deliverable 1 – Meeting 6  **Date**: 2022/02/13  **Location**: At a group member’s house  **Time**: 18:00 – 01:30  **Attendees**: Wassim Jabbour, Habib Jarweh, Theo Ghanem, Chris Hatoum, Philippe Sarouphim Hochar and Enzo Benoit-Jeannin |

**Desired Outcomes:** The goal of this meeting is to set up the Spring-based Backend and PostgreSQL database. The members will then begin to start the testing of Persistence Layer.

**Meeting Agenda:**

1. **Setting up our IDE–** The team started by setting up the spring-based backend on their IDE, following the steps done in the tutorial. After setting up the back-end application, we went on to create a CRUD repository.
2. **Implementing and testing the Persistence layer** – After successfully setting up, we the proceeded to implement the tests for the persistence. This task was not successfully completed on meeting 6, as we encountered bugs and issues with some parts of the code.
3. **Planning the next meeting** – We then discussed the objectives of the next meeting, which will be to continue testing the persistence layer, and finalize the tests written.

**AGENDAS**

A meeting agenda is a simple tool that can make a world of difference. An agenda outlines what will be discussed during a meeting to make sure that all points are covered during the time your group is together. A few key points about agendas:

It should include your meetings’ purpose. Do you need to present and discuss an idea? Make a decision? Do some kind of practical work together? If your meeting doesn’t have a specific purpose, chances are you don’t need a meeting!

Build your agenda together. Use a shared platform and allow everyone to contribute to the agenda.

Most agendas list topics to discuss during the meeting. This is fine, but if you can, use questions instead of topics. That way, you’ll know the meeting is complete when all the questions are answered!

**ROLES**

There are different roles to play in a meeting. [see Roles slide from the Teamwork Workshop]. You may choose to fill the same role every time or, ideally, rotate the roles so people can try out new behaviours. The important part of roles is that they ensure that everyone is an active participant in the meeting!

**MINUTES**

Meeting minutes are not a transcript of the meeting; rather, they are a summary of what was discussed, and which decisions were made. They are so useful in project teams to track how and why decisions were made and as a reference during times of conflict or stress!

**Process Questions:**

You can answer these questions as a team to reflect on your work together and help keep meetings effective.

* Are our meetings serving the task?
* Is the way we’re conducting our meetings helping the team to be effective?
* How are our meetings going? What don’t we like?
* How is the pace, the flow, the tone of the meetings, do we handle items in a reasonable sequence? Do we get stuck?
* What might we do differently?
  + What should we do that we aren’t yet doing?
  + What should we do more of? Less of?
  + What should we continue as is?
* How well do we stay on topic?
* Do we look for problems in our **process**, rather than blaming each other?
* How well do we discuss the information? Are we clear? Are we accurate?
* How well do we respond to each other’s questions?
  + Are we satisfied with the responses provided?
* Any other comments, observations, recommendations?