

Scrum Meeting Logs

Scrum Meeting #X <Day and Date Here>

Location:

Attendance:

Apologies:

Discussion:

- <Discussion Here>

Outcome:

- <Outcome Here>
-

Scrum Meeting #1 Wednesday 29/07/20

Location: Microsoft Teams

Attendance: Alan, Matthew, Gaveen, Hamed

Apologies: Youssef

Discussion:

- Decided to move to Slack as primary means of communication
- Decided on team roles for the first sprint
- Started on Sprint Documentation: Product Backlog, Sprint Backlog.
- Started discussion on user stories
- It was decided that each member should attempt to make user stories for all 8 functionality, instead of assigning each member a set of functionalities.
 - When completed, another meeting will be held where each set of user stories will be looked through, picked/chosen, duplicates removed and all compiled into one large set of user stories for all functionalities
 - This is because there may be some aspects or details of a certain user story that are not present in one, but present in another. This ensures that when the final set of user stories have been created, there is almost complete certainty that they are as specific as they can be.

Outcome:

- Product Owner: Alan Lam
 - Scrum Master: Gaveen Amarapala
 - Developers: Matthew Duong, Hamed Alkaff, Youssef Hadadara
 - Each member to come up with around two user stories each for each of the 8 requirements
 - Future meetings to be conducted on Slack
 - Each member starts reviewing material on React and SpringBoot
-

Scrum Meeting #2 Monday 3/08/20

Location: Discord

Attendance: Alan, Matthew, Gaveen, Hamed, Youssef

Discussion:

- Went through each user story and selected relevant ones
- Decided to switch to discord as main platform for communication
 - Unfortunately, Slack's calling feature was a paid service, which was not reasonable for a group project.

Outcome:

- Compiled all individual user stories together and removed all duplicates
 - Discord is now the main platform for communication
 - Waiting to seek further clarification on specs and requirements
-

Scrum Meeting #3 Tuesday 4/08/20

Location: Microsoft Teams

Attendance: Alan, Matthew, Gaveen, Hamed, Sachin

Apologies: Youssef

Discussion:

- Went through progress marks with Sachin, as well as confirmed a number of questions that we had during said meeting.
- Discussed what we have done and what will be our next objective

Outcome:

- Confirmed with Sachin that we'd be using discord as primary means of communication.
 - Sachin now has access to Trello and Google Drive (documentation)
-

Scrum Meeting #4 Friday 7/08/20

Location: Discord

Attendance: Alan, Matthew

Apologies: Gaveen, Hamed, Sachin, Youssef

Discussion:

- Decided to quickly draft up an initial Product Backlog and Sprint Backlog so that discussion and confirmation on the official backlogs can be done and we can promptly proceed with writing Acceptance Tests for all 29 User Stories
- Also decided to create a template for writing Acceptance Tests, for reasons stated above

Outcome:

- Initial draft of Product Backlog and Sprint Backlog done
 - Template for Acceptance Tests done
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Scrum Meeting #5 Saturday 8/08/20

Location: Discord

Attendance: Alan, Matthew, Gaveen, Hamed, Youssef

Apologies: Sachin

Discussion:

- Decided to have Priority scaling from (LOW, MED, HIGH)
 - Self explanatory and easy to view from the backlog to determine how important a certain task/user story
- Effort Scale (1,2,3,4,5) with '1' being the lowest effort required and '5' being the highest
 - Numerical value allows for more nuance without resorting to short sentences, while also having a short enough scale to have a noticeable difference between values.
- Split the Total 29 User stories amongst the team, each assigned to do the Acceptance tests for the user stories they are responsible for.
- Also went through the backlog/user stories and assign said user stories a priority and an effort number
 - Decided to just have a general discussion, rather than doing activities like Scrum Poker, as we already have a general consensus on what each user stories should vaguely be, but have a discussion on the finer details.
- Created estimation value (hours worked on to complete) of backlog task effort in sprint backlog for use in Burndown chart and time management estimation

Outcome:

- Each person is assigned several user stories to write an acceptance test
 - Priority and effort has been assigned to the product backlog items
 - Product backlog and Sprint backlog is up and running now
 - Tasks have been assigned to individuals for the sprint backlog
 - Trello has been updated with all the user stories and the sprint planning has been updated
-

Scrum Meeting #6 Monday 10/08/20

Location: Discord

Attendance: Matthew, Hamed, Alan, Gaveen

Apologies: Youssef

Discussion:

- Decided to finalize the Sprint Planning doc
- Adding items to sprint backlog and finalizing story points
- Organized gitflow

- Familiarized with basic code
- Compiled list of questions/topics to clarify with Sachin

Outcome:

- Sprint Planning finished
 - Basic code/github setup ready for sprint
 - Initial acceptance tests ready
-

Scrum Meeting #7 Tuesday 11/08/20

Location: MS Teams

Attendance: Matthew, Alan, Gaveen, Hamed, Sachin

Apologies: Youssef

Discussion:

- Went through progress marks with Sachin
- Clarified a few details with Sachin in regards to the Product Backlog and story tasks
 - Plans to email him with further clarifications not gone through during the meeting

Outcome:

- Email Sachin for any further questions and document any correspondence
 - Sprint 1 officially started
-

Scrum Meeting #8 Friday 14/08/20

Location: Discord

Attendance: Matthew, Alan, Gaveen, Hamed

Apologies: Youssef

Discussion:

- Compiled current progress and continued to work on coding
- Discussed on how to format the Burndown chart in Google Sheets
 - Decided to loosely follow the sample shown in the lecture slides, taking it as influence but also utilising our estimations in the Sprint Backlog.
- Discussion on how to formulate our definition of done

Outcome:

- Created the initial template for burndown chart in Sprint Backlog 1
 - Divvied out coding tasks to members present at meeting
 - Continued working on coding as normal.
 - Decided definition of done should be one checklist that represents the all the user stories
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Scrum Meeting #9 Tuesday 18/08/20

Location: MS Teams

Attendance: Matthew, Alan, Gaveen, Hamed, Sachin

Apologies: Youssef

Discussion:

- Reported progress on project with Sachin
- Clarified and asked for further clarification with Homy in regards to the testing aspects of Springboot

Outcome:

- Confirmed current progress and is waiting for answers to questions regarding Springboot testing and group coordination.
 - **BLOCKER: Struggling to continue development of Back End due to inconsistency of resources for unit testing. Currently, no solution exists to allow for unit testing of Service Classes.**
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Scrum Meeting #10 Friday 21/08/20

Location: Discord

Attendance: Matthew, Youssef, Gaveen, Hamed

Apologies: Alan

Discussion:

- Continued working on Front/BackEnd to as best of our abilities as possible
- Discussed reformatting of the Trello Board, splitting up of current backlog tasks and re-prioritisation of said tasks
 - The splitting up of backlog tasks will be shown purely in the management board, and any 'split' tasks will still share the same ITEM_ID as in the product backlog
 - This is so that individuals are more easily assigned to said tasks, while keeping the product backlog items as a set of *tasks* rather than a convoluted to-do list
- Discussed concerns with progress on Sprint 1; may have underestimated how complicated the testing would become, especially with the lack of any materials and extreme inconsistencies in external sources.
 - In order to reach a MVP for Milestone 2, a lot of work had to be done. Although not ideal, most tasks from Sprint 1 would have to be shifted to Sprint 2. Hopefully, there will be more materials next week that should cover Sprintboot Testing and more specific uses of the repository so that we can get over this hurdle.

Outcome:

- Split up certain tasks into smaller sub-tasks for individual assigning and also re-prioritised goals for the last few days of Sprint 1
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Scrum Meeting #11 Sunday 23/08/20

Location: Discord

Attendance: Matthew, Youssef, Gaveen, Hamed, Alan

Apologies:

Discussion:

- The technical issues faced in Login Service API, Front end Login page and Customer Dashboard, Testing.
 - It was decided to utilise the consultation times to ask for help in regards to the technical aspects of the back and front end.
 - A document of questions was created to receive clarification from Homy and/or Sachin.
- The group discussed and wrote down things in the Sprint Retrospective for Sprint 1
- Decided to partially do the Sprint Review for Sprint 1
 - This is to ensure that it goes smoothly without any downtime when the review would be conducted with Sachin

Outcome:

- Made some progress with saving Users to the database in the backend.
 - We'll be attending the consultation on Monday and Wednesday to clarify doubts on Login API and Frontend.
 - Re-evaluated goals, vision and expectations for the coming sprints
 - Completed the sprint retrospective for sprint 1
 - Partially completed the sprint review for sprint 1
 - Completed the sprint planning for sprint 2
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Scrum Meeting #12 Tuesday 25/08/20

Location: MS Teams

Attendance: Matthew, Alan, Youssef, Gaveen, Hamed, Sachin

Apologies:

Discussion:

- Decided to focus on Figma for the front end while the rest of our efforts would be dedicated for the back end
- Decided on reviewing the extra material given to us by Homy during the tute
- Decided that we had too many tasks for Sprint #1 and were out of our depth as the code was harder to implement than we initially thought

Outcome:

- Went through progress with Sachin and clarified a few more details
- Decided to focus on less tasks for sprint #2

Scrum Meeting #13 Friday 28/08/20

Location: MS Teams

Attendance: Matthew, Gaveen, Hamed

Apologies: Alan, Youssef

Discussion:

- Matthew walked Gav and Hamed through building the project and using Postman/H2 Console for the next meeting.
- Continued to work on Figma, aiming to complete it ASAP
- Decided to email Homy for help

Outcome:

- Preliminary set up of Postman usage for Hamed and Gaveen for the next meeting.
 - Gaveen emailed Homy for help and advice - Awaiting response
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Scrum Meeting #14 Monday 31/08/20

Location: Discord

Attendance: Matthew, Alan

Apologies: Gaveen, Hamed, Youssef

Discussion:

- Matthew went through the recent pushed code with Alan, as well as asked him for advice in regards to how some parts of the project should be structured/refactored.
- Did more coding and changed the backend login functionality such that it can now be used to pass on information when the front end redux implementation is eventually tackled
- Discussed how the bookings functionality will look like in terms of the back end
 - Decided to have services the workers provide as a table on its own, as they are all unique but can be assigned to many workers
 - Decided to have the booking times work as slots of an hour - So 24 booking slots per day by technicality.
- BLOCKER: Still cannot get testing to work - Despite similar actions in the real code working as normal.

Outcome:

- Back end functionality for logging in, registration and editing user details is essentially feature-complete now.
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Scrum Meeting #15 Thursday 03/09/20

Location: Discord

Attendance: Matthew, Alan, Hamed, Gaveen

Apologies: Youssef

Discussion:

- Decided on merging current front end and back end code into development branch in preparation for integration of the code
- It was decided that Matt and Alan would work on integration between the front and back end while Gaveen and Hamed worked on the design of the front end pages. Youssef will work more of the functionality for front end code
- BLOCKER: Unfortunately, Homy has not responded to our messages regarding Springboot unit testing.
- Once Gav and Hamed has finished designing the web page, they will incorporate their code into the development branch as well

Outcome:

- Tasks have been set for each member
- All branches have been updated/merged such that integration of front and back end functionality can begin
- Homy ignored our pleas for consultation :sadface:

Scrum Meeting #16 Sunday 06/09/20

Location: Discord

Attendance: Matthew, Alan, Hamed, Gaveen

Apologies: Youssef

Discussion:

- Tasks have been set for each member
- All branches have been updated/merged such that integration of front and back end functionality can begin
- Gaveen and Hamed have finished designing the login web page, and have pushed the code to the relevant branch, now they are working on User Dashboard.
- Alan and Matthew have been making progress on linking the frontend and backend.
- We aim to merge the frontend login page design branch (design complete) that Gaveen and Hamed are working and merge with the development branch that Alan and Matthew are working on to link the frontend and backend Login service components together, and ultimately have a fully functional login service component.
- Team decided that Sprint 2 will end 13th September.

Scrum Meeting #17 Wednesday 09/09/20

Location: Discord

Attendance: Matthew, Alan

Apologies: Hamed, Gaveen, Youssef

Discussion:

- Worked on integration of the front and back end.
- As Homy still had not responded to our queries on unit testing for springboot, we decided to spend one more session on just completely researching for any extra resources that we have missed out
 - While Alan looked at extra tutorials he could find, Matthew went and personally contacted a relative who worked as a software engineer for help. A meeting was arranged and hopefully answers could be found.

Scrum Meeting #18 Saturday 13/09/20

Location: Discord

Attendance: Matthew, Alan, Gaveen, Hamed

Apologies: Youssef

Discussion:

- Quick scrum meeting to update each other on our progress
- Only minor work has been completed due to ongoing commitments in other subjects
- No one has heard or communicated with Youssef recently and he has not responded to any messages
- A solution for unit testing had finally been found after Matthew had a meeting with a relative who worked as a software engineer. A brainstorming document was created to record and deliberate any further unit tests and scenarios that are required.

Outcome:

- Alan implemented registration page for the front end
- Matthew has updated the unit test files for the backend and has completed an outline for how the tests should be done
- We will have to mention to Sachin about Youssef's ongoing absence

Scrum Meeting #19 Tuesday 15/09/20

Location: MS Teams

Attendance: Matthew, Alan, Gaveen, Hamed, Sachin

Apologies: Youssef

Discussion:

- Went through sprint review and unit testing with Sachin
- Re-prioritised tasks for the next sprint, due to milestone deadline
- Went through the user stories and sorted tasks in preparation for sprint #3
- It was decided that Matthew should take up the role of Scrum Master for the following sprints
 - It would give Gav more breathing room to continue his work
 - Matthew and Alan were already managing all of the documentation and task management systems as no one else was.
- **Current tasks for until the next meeting:**
 - **Alan - Further implementation of Redux into the front end in order to allow for use of the various information the backend sends.**
 - **Matthew - Further implementation of a booking system in the backend, so that there is the ability to reach MVP**
 - **Fix all unit tests for the backend**
 - **Gav and Hamed - Worked on front end design/aesthetics**

Outcome:

- Sachin went through sprint review and unit tests
 - Email Sachin about Youssef and his absence
 - Commenced Sprint #3 and completed Sprint #3 backlog
 - Matthew is now the Scrum Master for the next sprint
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Scrum Meeting #20 Saturday 19/09/20

Location: Discord

Attendance: Matthew, Alan, Gaveen, Hamed

Apologies: Youssef

Discussion:

- Each member discussed their current progress through the milestone
- **Current tasks for until the next meeting was confirmed:**
 - **Alan - Integration of front end and backend**
 - **Matthew - Setting up of CircleCI and AWS**
 - **Gav/Hamed - Further building up the front end implementation**
- **BLOCKER:** CircleCI configuration does not seem to work currently. Will need to do more research on configurations.

Outcome:

- Showcased current progress and confirmed tasks for next meeting.
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Scrum Meeting #21 Monday 21/09/20

Location: Discord

Attendance: Matthew, Alan, Gaveen, Hamed

Apologies: Youssef

Discussion:

- Discussed grievances in regards to the lack of communication on massive changes to the front end, specifically about the deviation from the accepted Figma design and also the organisation of Gav's and Hamed's front end code.
 - It was established that although it is fine for the current front end implementation to remain as is, there has to be effective communication for such a drastic design change before another similar change occurs.
- It was discovered that due to unexplainable circumstances, Matthew's laptop could not update, nor was it presented as an option, to Windows 10 Build 2004. As installing Docker required this build, this meant that Matthew does not have the ability to set up AWS
 - As Alan was already on Build 2004, he offered to try and get that set up to at least have the ability to deploy.
- It was established that progress was not satisfactory enough to reach the MVP for this milestone, so tasks were re-confirmed/re-established accordingly
- **Current tasks for until tomorrow's lab and/or Milestone submission:**
 - **Alan would handle the following tasks:**
 - **Communication of the frontend and backend in terms of booking in hopes of completing the booking functionality - Enough at least to achieve MVP**
 - **Setting up deployment with AWS**
 - **Matthew would handle the following tasks:**
 - **Completion of unit tests for the backend**
 - **Creating all documentation required for Milestone submission**
 - **Testing documentation's past history will be imported from working (scenarios in private repo or when organisation had available credits)**
 - **CircleCI tests**
 - **Hamed and Gav would handle the following tasks:**
 - **Starting unit testing for the front end**
 - **Using Alan's refactored code to fix many of the webpages in their front end implementation to be fully functional**
 - **Further designing of booking webpage**

Outcome:

- Sorted out any current issues regarding the code implementation.
 - Re-prioritised and re-confirmed all tasks for tomorrow's lab class.
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Scrum Meeting #22 Tuesday 22/09/20

Location: MS Teams

Attendance: Alan, Matthew, Gaveen, Hamed, Sachin

Apologies: Youssef

Discussion:

- Went through a demo of our project with Sachin
- Unfortunately, the project has not been deployed and is barely functioning, further compounded with the fact that we were missing a member this entire milestone.
 - Matthew aired his grievances to Sachin, who informed us that he would make it a priority to solve this issue
 - For now we would still have to continue as a 4-person team
- Top priority would be to do as much as possible for the submission:
- **Current tasks for the rest of the day :**
 - **Alan**
 - **Try to get AWS set up in order to deploy both the front and back end applications**
 - **Attempt to fix the booking system for the front end**
 - **Matthew**
 - **Create and collate all required documents for milestone submission**
 - **Hamed**
 - **Work on design for booking page**
 - **Finish off front end unit tests**
 - **Gav**
 - **Work on design for booking page**
 - **Finish off front end unit tests**

Outcome:

- Went through project with Sachin for lab marks
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Scrum Meeting #23 Tuesday 29/09/20

Location: MS Teams

Attendance: Alan, Matthew, Gaveen, Hamed, Sachin

Apologies: Youssef

Discussion:

- Decided that Sprint 4 will be three weeks long
- Went through a Scrum Meeting with Sachin and clarified some questions
 - Our expected tasks (after customer booking) include integrating worker functionality to set work times and possibly integrate a new 'upgrade' feature such as a search bar
 - How to show refactoring in our next milestone - Show in our report/retrospective

Outcome:

- Sprint review, retro for current sprint to be done in next scrum meeting
 - As well as the Sprint planning for sprint #4
 - Decided that our Sprint #4 would last for 3 weeks, up until assignment submission
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Scrum Meeting #24 Friday 02/10/20

Location: Discord

Attendance: Alan, Matthew, Gaveen, Hamed

Apologies: Youssef

Discussion:

- Documentation was done for Sprint 3 and 4, as well as setting up the backlog
- Reflecting on Sachin's comments on how the system would work, it was decided that refactoring of the booking system was needed.
- **Current tasks for until the next sprint meeting:**
 - **Alan**
 - **Working on backend booking refactoring, as well as planning on how the booking systems, specifically dealing with availabilities, shall be done.**
 - **Matthew**
 - **Working on backend booking refactoring, helping Alan in coming up with a new way of doing bookings**
 - **Hamed**
 - **Handling booking systems in the front end once the system itself has been revised, as well as helping Gav in creation of the worker dashboard and availabilities system**
 - **Gav**
 - **Handling the worker dashboard and availabilities system**

Outcome:

- Documentation (Retro/Review) for Sprint 3 had been finished and Sprint planning for Sprint 4 had been completed
 - Sprint backlog set up for Sprint 4
 - Sprint 4 formally started
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Scrum Meeting #25 Tuesday 06/10/20

Location: MS Teams

Attendance: Alan, Matthew, Gaveen, Hamed

Apologies: Youssef

Discussion:

- Had further discussion on the reworking of the booking system
 - Matthew deliberated on whether it will be more useful to convert the current booking "times" into a single time slot that represented the hour (in 24-hour time) that the booking occurred.
 - This will simplify the time system, as it will be impossible for a booking to NOT take place on the predetermined time slots.
 - This would also streamline worker availability, as a worker can just specify the time slots per day that they are available.

- However, there will be difficulties in terms of conceptualisation, as there is currently no efficient way of storing these time slots for each day and having that as an entry in a database, whether for user or otherwise.
- Alan had thought to hardcode the availabilities into each worker
 - Although it may not be the best solution for a conventional product, it is the most likely to be coded in time for the Milestone submission at least.
 - Given that there is little time left in this Milestone, this method would be preferred.
- Tasks are confirmed to be the same as the previous sprint meeting

Outcome:

- Went through Sprint 3 Retrospective with Sachin

Scrum Meeting #26 Sunday 11/10/20

Location: Discord

Attendance: Alan, Matthew, Gaveen, Hamed

Apologies: Youssef

Discussion:

- Progress update on our tasks
- **Our current tasks are the same as two meetings ago, repeated for clarity:**
 - **Alan**
 - **Working on backend booking refactoring, as well as planning on how the booking systems, specifically dealing with availabilities, shall be done.**
 - **Matthew**
 - **Working on backend booking refactoring, helping Alan in coming up with a new way of doing bookings**
 - **Hamed**
 - **Handling booking systems in the front end once the system itself has been revised, as well as helping Gav in creation of the worker dashboard and availabilities system**
 - **Gav**
 - **Handling the worker dashboard and availabilities system**

Outcome:

- Agreement to continue working on set tasks until m3 due date

Scrum Meeting #27 Tuesday 13/10/20

Location: MS Teams

Attendance: Matthew, Gaveen, Hamed, Sachin

Apologies: Alan, Youssef

Discussion:

- Gav discussed with Hamed regarding the extension of the Milestone 3 submission, and clarifications were made
 - We will still be proceeding as a team, just as four group members instead of five.
- The point was made that it would be very unlikely for us to finish this milestone to completion, so we have instead opted to complete as much as possible.
 - Given that, this means that we likely will not have another deployable product by the end of this milestone, and hence any new changes will show in the development branch only.
- **However, the basic tasks that have been set since the start of the Sprint will still be used, as follows:**
 - **Alan**
 - **Working on backend booking refactoring, as well as planning on how the booking systems, specifically dealing with availabilities, shall be done.**
 - **Matthew**
 - **Working on backend booking refactoring, helping Alan in coming up with a new way of doing bookings**
 - **Hamed**
 - **Handling booking systems in the front end once the system itself has been revised, as well as helping Gav in creation of the worker dashboard and availabilities system**
 - **Gav**
 - **Handling the worker dashboard and availabilities system**

Outcome:

- Went through project demo with Sachin for Week 12 Lab

Scrum Meeting #28 Friday 16/10/20

Location: Discord

Attendance: Matthew, Alan

Apologies: Youssef, Gaveen, Hamed

Discussion:

- Short quick meeting
- Discussed options on how to create group presentation
- Decided that we would focus more on the documentation rather than the code at this late stage

Outcome:

- We'd decided that each person would record a 1-2 min video presenting an aspect of the work they worked on. Matt would then edit the videos together.
- For the retro presentation, we will write out the retro and have a script version where each member would present a section. Like above, Matt will edit the videos together.
- Slides for the presentation will be made on google drive.

Scrum Meeting #29 Sunday 18/10/20

Location: Discord

Attendance: Matthew, Alan, Hamed, Gav

Apologies: Youssef

Discussion:

- Sprint Retro and Review have been finished and now the Retrospective part of the project presentation can now commence
 - It was decided that Matthew will be recording the Retrospective section, as he is the editor and must wait for everyone's recording to be sent to him before he can record that section to be in-time.
- Planned out what each group member will do for the submission of the project.
 - Alan:
 - 1. Will assist with writing the following sections for the Project Report first.
 - *Final Basic System Architecture/Design*
 - *Deployment Pipeline Diagram Setup*
 - *Documentation of Acceptance Test Cases/Test Execution*
 - 2. Assist in writing for **Summary of New Features - Milestone 3**
 - 3. Writing up in **Peer Review - Milestone 3**
 - Gav:
 - 1. Finish and record his section for the project presentation and send to Matthew
 - 2. Assisting in writing the following sections of the Project Report:
 - *Documentation of Acceptance Test Cases/Test Execution*
 - 3. Assist in writing for **Summary of New Features - Milestone 3**
 - 4. Writing up in **Peer Review - Milestone 3**
 - Hamed:
 - 1. Finish and record his section for the project presentation and send to Matthew
 - 2. Assisting in writing the following sections of the Project Report:
 - *Documentation of Acceptance Test Cases/Test Execution*
 - 3. Assist in writing for **Summary of New Features - Milestone 3**
 - 4. Writing up in **Peer Review - Milestone 3**
 - Matthew:
 - 1. Get the videos, record the final parts and edit them into the Project Presentation
 - 2. Assist in writing the following sections of the Project Report:
 - *Final Basic System Architecture/Design*
 - *Deployment Pipeline Diagram Setup*
 - Writing up in **Peer Review - Milestone 3**

Outcome:

- Completed Sprint Review/Retro
 - Finalised Tasks for this Milestone's submission
-