Contents

1   Meeting 7 Mar at 1:00pm

Location: EN509a

1.1   Present

- Alex Cummaudo
- Jake Renzella
- Reuben Wilson
- Graham Farrell

1.2   Agenda Items

1. Wiki for Documentation
2. Contact Details
3. Meetings with Supervisor

1.3   Discussion, Decisions and Agreements

1.3.1   RE: 1. Wiki for Documentation

- Graham is fine with Wikis as long as he can get physical copies of documents on request

1.3.2   RE: 2. Contact Details

- Graham asked who the team lead is assigned to (Alex)
- Graham wants Alex to send him an email with the list of members in the group *with group photos* ASAP

1.3.3   RE: 3. Meetings

- Graham is happy to meet bi-weekly at around 1:00pm to have a quick catch up on how the project is going
- He is happy for this to change and make it more frequent if need be
- Our meetings can be with Viv if we want also, as long as we email her
- Our next meeting will be in one fortnight (Monday 21 March at 1:00pm)

1.4   Agenda Items For Next Meeting

TBA

1.4.1   Follow Up Actions

1. **Alex** - **ASAP** - Message everyone to put a photo of themselves up on the [[Group Contact Details]] page as well as their details
2. **Jake** - **Friday 19 March** - Confirm meeting with Graham via email for Monday 21 March at 1:00pm
3. **Jake** - **ASAP** - Email Graham our contact emails once (1) is complete

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2   Meeting 7 Mar at 1:15pm

Location: EN609a

2.1   Present

- Andrew Cain
- Alex Cummaudo
- Jake Renzella
- Reuben Wilson
- Lachlan West
- Declan English
- Doubtfire Interview Booking Team

2.2   Agenda Items

1. Using Windows for Doubtfire Development
2. Interview Booking System
3. Helpdesk Ticketing System
4. Spiking Doubtfire for the next few weeks
5. Discussing Doubtfire Architecture, Testing, and Git Workflow
6. Andrew's Availability and Next Meeting

2.3   Discussion, Decisions and Agreements

2.3.1   RE: 1. Using Windows for Doubtfire Development

- Developing Doubtfire is not supported for Windows
- Developers currently using Windows will require a dual-boot UNIX operating system in order to access Doubtfire code
- Lachlan and Declan will use Ubuntu

2.3.2   RE: 2. Interview Booking System

N/A - not related to our project

2.3.3   RE: 3. Helpdesk Ticketing System

2.3.3.1   Goal

Goal of the system is to track who comes into the helpdesk and what they need help with, on a per-task, per-unit basis

2.3.3.2   User workflow

- Typical end-user (students and tutors) workflow:

1. Students either:

    1. log in to Doubtfire on their computer and create a new helpdesk ticket
    2. use an iPad set up in the helpdesk to indicate that they need help by scanning their student card or entering their student number

2. Students then:

    1. add in what subject they need help
    2. Doubtfire will show them the estimated wait time until a tutor sees them
    3. submit their ticket

3. Doubtfire adds the student to a 'queue' of students waiting to get help
4. While a student is waiting, they may choose to add tags (e.g., `compiling issue`, `bug`, `hand execution`) to their request, and associate the request to a specific Doubtfire task. This will match the right tutor for the right student

5. Tutors receive a push notification of the student on their smartphone granted:

   - they are currently clocked on at the helpdesk
   - they are teaching that subject (unless there are no tutors for the subject currently working)

6. Tutors call out the name of the student who requested help and either:

   1. go and help the student
   2. note that the student did not show up

7. If a student does not show up to their ticket, the tutor will mark that on their app and the student loses reputation. This means:

   - they get a strike and are pushed to the end of the queue
   - on three strikes, they are locked out of the helpdesk ticketing system and cannot make tickets
   - only a tutor or convenor can unlock them

2.3.3.3   Other notes

- Proactive ticket booking (i.e., booking in advance) out of scope at present
- Ticketing system is strictly available to Doubtfire units
- Statistics gathered from help requests will help show difficult or poorly worded tasks (e.g., time taken to help)
- A projector set up in the helpdesk can be used to show:
- the current queue size and people in the queue
- a timeline of the day of how busy the helpdesk has been over the past few hours
- If a student has not submitted extra info (i.e., task they needed help with, concepts/tags) then the tutor will ask them these questions at the end of their ticket before moving to the next student.
- The tutor smartphone app can show students for your units (by default) or the whole queue
- Tutors to clock on to the helpdesk using BLE beacon technology with their smartphone via a Doubtfire app

2.3.4   RE: 4. Spiking Doubtfire for the next few weeks

- As the Product Owner, Andrew Cain wants us to use an Agile/Scrum methodology
- Sprints will be dated fixed
- The first sprint will be from **Mon March 7 to Mon March 21** (3 weeks)
- This sprint will consist of small bug fixes or enhancements that will help the team familiarise themselves with Doubtfire's codebase
- Team will join Trello board and groom a backlog of tasks from the General Development[1] Trello board into the Ticketing System[2] Trello Board
- Alex will merge the backlog of Visualisations tasks into the General Development backlog
- When picking up a task, the team member should size how long they think the task will take to complete (in days)
- The team should see what we think you we get done of these spike tasks in parallel to the other documentation we need to complete for Final Year Project

2.3.5   RE: 5. Discussing Doubtfire Architecture, Testing, and Git Workflow

2.3.5.1   Architecture

Doubtfire's high-level architecture is as thus:

```
Angular JS Web App -> Grape API -> Ruby on Rails Active Record Models -> PostgreSQL D
```

The API is an Ruby on Rails application without Views or Controllers (just Model)

2.3.5.2   Testing

- Unit tests are currently needed ASAP on the Grape API
- UI testing for the Web app is less prioritised
- In the UI, we should opt to move as much code from a service to the UI:
- At present, this code is done in a `modelService` service (e.g., `unitService.addTutorial unit, tutorial`)
- We want to move this to a more object-oritended approach to model functions (e.g., `unit.addTutorial tutorial`)

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[1]See `https://trello.com/b/lxTvHiQ9/general-development`
[2]See `https://trello.com/b/8a1k0Wud/helpdesk-ticketing-system`

2.3.5.3   Git Workflow

- Andrew outlined the ideal Git workflow:

1. Fork off `doubfire-lms` (`upstream`) into an organisation (`origin`) for each project (Ticketing, Interview)
2. Branch off `develop` (e.g., `feature/foo`)
3. Make changes
4. Checkout `develop` and pull from `upstream/develop` to get latest changes
5. Merge the branch created in 2 (`feature/foo`) into `develop` and resolve any merge conflicts
6. Push changes to `origin/develop`
7. Add a Pull Request from `origin/develop` to `upstream/develop`
8. Andrew will review the code changes
9. Pull Request will be approved or commented on for improvement

- Alex to merge in the existing pull request from the recent web refactor into `develop`
- Alex to write up an updated `CONTRIBUTING.md` for the Git workflow outlined above and how to set up the upstream and origin (outlined above with images)

2.3.6   RE: 6. Andrew's Availability and Next Meeting

- Andrew will be available from 12:30pm-2:30pm each Monday
- We should aim to meet him at 1:00pm

2.3.7   Additional topics discussed:

- Team to familiarise themselves with administrative side of Doubtfire to use Doubtfire from a non-student perspective

2.4   Agenda Items For Next Meeting

1. Tasks being worked on in relation to familiarity with Doubtfire
2. Requirements analysis based on early progress and new information
3. Questions and answers regarding Doubtfire code

2.4.1   Follow Up Actions

1. **All** - **By Friday 11 March** - Play around with the Doubtfire from a Convenor perspective
2. **Alex** - **ASAP** - Merge the Visualisation Trello Board into the General Development Trello Board
3. **Alex** - **ASAP** - Groom the backlog and pluck out some tasks for us to work on
4. **All** - **By Monday 21 March** - Get started on some of the tasks from (3) and size up each card (in days) as a comment and begin working on them in a branch
5. **Alex** - **ASAP** - Merge outstanding PR for structure refactor and update the Doubtfire `CONTRIBUTING.md` to include how to write a Pull Request and the coding convention for the Web App
6. **Declan, Lachlan** - **ASAP** - Install Ubuntu operating system and set up Doubtfire on it

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3   Meeting 8 Mar at 2:30pm

Location: N/A - Telephone Call

3.1   Present

- Andrew Cain
- Alex Cummaudo

3.2   Agenda Items

N/A - this was an unplanned telephone call to discussing Doubtfire project management ideas

3.3   Discussion, Decisions and Agreements

- A new board known as the **Doubtfire Backlog Board**[3] which is the Doubtfire *Product Backlog*[4]

- The lists for this board are described as:

- **Fresh Ideas** - New tasks that the product owner thinks of will be added here. But those tasks should be be moved into one of the other lists on this board as soon as possible, and therefore this list should be kept as empty as possible.

- **High Priority** - Tasks that need to be completed ASAP, such as critical bugs

- **Medium Priority** - Tasks that should be completed soon, such as new features or enhancements

- **Low Priority** - Tasks that would be nice to have done eventually, such as small UI beautifications

- **One Day** - Ideas that would be great to have *one day* if we had the time, essentially tasks that are currently too out of scope

- New members joining Doubtfire will move their cards from this board into their own relevant boards for a particular Doubtfire subsystem or project (known as a **Project Board**), or the General Development[5] board if not applicable to a project board.

- On project boards and the General Development board, we have the following columns:

- **Unit Assessment Backlog** - Applicable only to final year project boards and their tasks for the unit's assessment

- **Sprint Backlog** - Tasks involved over the upcoming time-fixed sprint moved from the Doubtfire Backlog board - essentially a *Sprint Backlog*[6]

- **In Progress** - Tasks that are currently in progress. These tasks **must be assigned to whoever is working on them**

- **In Testing** - Where relevant, tasks move into this column if unit or integration testing is needed on that task (e.g., a new API endpoint should have unit tests written). **These tasks should be assigned to whoever is writing the tests**

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[3]See `https://trello.com/b/0uh6AZdu/doubtfire-backlog`

[4]See `https://www.scrumalliance.org/articles/39-glossary-of-scrum-terms#1125`

[5]See `https://trello.com/b/lxTvHiQ9/general-development`

[6]See `https://www.scrumalliance.org/community/articles/2007/march/glossary-of-scrum-terms#1117`

for the task

- **In Internal Review** - Tasks that are to be reviewed internally by another team member. **These tasks should be reassigned to the reviewer**

- **In Open Pull Request** - Tasks that have been put into a Pull Request and assigned to a product owner for external code review. **These tasks should be reassigned to the external code reviewer**.

- **Done** - When the task is merged into the `develop` branch (the Pull Request has been closed).

3.3.1   Follow Up Actions

1. **Alex, Jake, Declan - By March 18** - Begin working on the SDLC plan based on the notes taken above

2. **Alex - ASAP** - Add the SDLC plan in a general context to the Doubtfire GitHub wiki for future Doubtfire developers and how they can work on a card (include Trello screenshots and the process)

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4   Meeting 9 Mar at 4:30pm

Location: ATC Project Rooms

4.1   Present

- Alex Cummaudo
- Reuben Wilson
- Lachlan West
- Declan English

4.2   Agenda Items

1. Follow up action item 5 from Monday's meeting[7] for Declan and Lachlan on dual-booting Ubuntu

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[7]See   https://github.com/final-year-project/documentation/wiki/Meeting-Minutes#follow-up-actions-1

2. Alex to discuss new Trello board[8] layout and process

3. Team to decide which cards they want to work on for upcoming sprint

4. Alex to discuss git workflow process[9]

4.3   Discussion, Decisions and Agreements

4.3.1   RE: 1. Follow up action item 5 from Monday's meeting for Declan and Lachlan on dual-booting Ubuntu

- Lachlan is in the process of installing Ubuntu

- Declan is currently using Windows 10 for documentation, will install Ubuntu ASAP

- Alex to guide Doubtfire setup on Ubuntu machines when they are ready

4.3.2   RE: 2. Alex to discuss new Trello board layout and process

- Alex walked through Trello features, Doubtfire Backlog board, Helpdesk Ticketing board, including layout of boards and task completion separation

- Task size to be added to a card's title based on how long the assignee thinks it will take for them to work on it:

- `XS` = less than a day

- `S` = one day

- `M` = three days

- `L` = one working week

- `XL` = > 1 week

- E.g., `[XL] Task title name`

- Cards to be moved to appropriate columns based on state of task

- Assignees changed when moving between columns (especially when `In Review` and `In Open Pull Request`) to reflect status of task

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[8]See `http://trello.com/doubtfire`

[9]See   `https://github.com/doubtfire-lms/doubtfire-api/blob/develop/CONTRIBUTING.md#getting-started-with-the-workflow`

4.3.3   RE: 3. Team to decide which cards they want to work on for upcoming sprint

- Cards will be claimed by team members as they work on them, ensuring a single team member works on a single task at a time
- Basic rundown of existing bugs given by Alex during the meeting. Existing bugs are not expected to be large or high difficulty
- Tasks in the `Doubtfire Backlog` have priorities that **are not** respective of difficulty (e.g., low priority tasks may be difficult)

4.3.4   RE: 4. Alex to discuss git workflow process

- Extensive GitHub intro presented
- Team introduced to forking and branching, including standards and project conventions
- Project will be forked as `final-year-project` from Doubtfire development, then each task will be branched on the relevant fork off `develop`.
- Code quality will be ensured by:

1. running a quick code walkthrough when the card moves to `In Internal Review`
2. submitting a pull request from to the `final-year-project` fork to the `doubtfire-lms` repository

4.3.5   Additional Items

- Further information given on the setup of GitHub authorship and pulling. Included the following commands:

1. `git config --global`
2. `git config --user.name "<name>"`
3. `git config --user.email "<email>"`

- Alex will need to document the above in the `CONTRIBUTING.md` document
- Went through basic introduction to Java/CoffeeScript
- Went through setting global `.gitignore` files using gitignore.io[10] using:

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[10]See `http://gitignore.io`

- `grunt`
- `rails`
- `ruby`
- `osx` (if applicable)
- `linux` (if applicable)
- `xcode` (if applicable)
- `intellij` (if applicable)

4.4   Agenda Items For Next Meeting

1. Get a status update from each team member on how they are progressing through their tasks

4.4.1   Follow Up Actions

1. **Declan, Lachlan - By March 14** - Install and configure Doubtfire and git on Ubuntu
2. **All - ASAP** - Look up Trello cards and pick and choose a few to get started on
3. **All - By end of Sprint 1- March 21** - Work on Trello tasks from (2)
4. **Alex - ASAP** - Document `git config` settings in `CONTRIBUTING.md`

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5   Meeting 20 Mar at 1:30pm

Location: Skype

5.1   Present

- Alex Cummaudo
- Reuben Wilson
- Jake Renzella
- Lachlan West
- Declan English

5.2   Agenda Items

1. Retrospective on Sprint 1
2. Unit assessment
3. Upcoming project sprint

5.2.1   RE: 1. Retrospective on Sprint 1

- Declan unable to set up Ruby on Ubuntu at this stage. He will move to do more work in documentation and attempt to make Ruby work in the meantime.
- Jake worked on the web app:
- Adding the functionality to press the return key to submit a comment[11]
- Resizing the calendar text fields[12]
- Jake will continue by spiking backend unit testing with Rails with Reuben and share his findings with the team
- Reuben worked on the web app:
- Adding a label to the header dropdown of the current unit[13]
- Fixing duplicate student enrolments[14]
- Alex refactored the stylesheets to SASS[15]
- Alex helped Jake, Reuben on learn the codebase and has been helping Declan and Lachlan work through installation issues
- Lachlan will begin working on the add alt-key[16] task
- **Reflection:**
- While it was good that some team members got started on the tasks, it was disappointing that others could not
- The team needs to start working tighter and ensure that tasks are being done, whether slowly or not slowly
- In the event that you can't work, it should be made informed to the group
- It is expected that each team member works **at least half an hour a day** on Doubtfire, on average **8-10 hours a week**

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[11]See https://github.com/doubtfire-lms/doubtfire-web/pull/11

[12]See https://github.com/doubtfire-lms/doubtfire-web/pull/2

[13]See https://github.com/doubtfire-lms/doubtfire-web/pull/18

[14]See https://github.com/doubtfire-lms/doubtfire-web/pull/15

[15]See https://github.com/doubtfire-lms/doubtfire-web/pull/14

[16]See https://trello.com/c/QSAWPy36/35-add-in-alt-keys-using-accesskey-attribute-to-quickly-perform

5.2.2   RE: 2. Unit assessment

- User manuals not suitable for Doubtfire LMS
- Training sessions run by the developers are suitable
- Adding *How Do I. . .* GIFs on the Doubtfire wiki would be better
- Team agreed that it's generally found most users of Doubtfire wouldn't read through lots of texts
- Documentation requirements for this to be discussed with Andrew Cain on 21 Monday meeting to confirm if user manuals are necessary
- SDLC plan documents and `CONTRIBUTING.md` documents are far more important than a requirements document—this will be contributed as an assessment document
- Especially since requirements are changing in the agile-managed Doubtfire, it may not be appropriate to have a static requirements document—we will discuss this with Andrew Cain and Graham Farrell
- Agreed that a final prototype presentation instead of a film—a live demo would be more suitable but if a film is required the team will devise one
- Discussed creating final mockups rather than prototypes, as prototypes will not function without being incorporated into the existing production-level Doubtfire system
- Agreed that the assessment should a **combination of documentation and product-based assessment**:
- e.g., a prototype iPad app and the backend functionality completed
- e.g., the wiki documentation of Doubtfire "how tos"
- Agreed to record changes as they are made through the use of Trello and `final-year-project` wiki, as the agile development of the project will make a solid initial requirements analysis very difficult
- Team will meet with the project client and supervisor to determine more accurate and reasonable metrics for marking as per Swinburne requirements

5.2.3   RE: 3. Upcoming project sprint

- A meeting with Andrew Cain determine the next phase of development is being held Monday 21 March
- In the meanwhile, or unless changed by Andrew Cain, the team will continue to work with a stronger emphasis into unit testing and back-end functionality

5.3   Agenda Items For Next Meeting

1. Get a status update from each team member on how they are progressing through their tasks
2. Discuss what will be achieved in the upcoming sprint
3. Agree on unit assessment guidelines with Andrew Cain and Graham Farrell
4. Devise next sprint with Andrew Cain

5.3.1   Follow Up Actions

1. **Declan, Lachlan - By Monday 21/3** - Devise agenda for assessment criteria meeting with Graham and Andrew
2. **Reuben, Jake - In two weeks** - Come back to the group regarding the spike on back-end testing framework. Organise meeting with Andrew Cain and the rest of the Doubtfire team to share spike results.
3. **Declan** - **ASAP** - Ensure Doubtfire is running or else work on documentation

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6   Meeting 20 Mar at 1:15pm

Location: EN509a

6.1   Present

- Graham Farrell
- Alex Cummaudo
- Reuben Wilson
- Jake Renzella
- Lachlan West
- Declan English

6.2   Agenda Items

1. Requirements Analysis Deliverable
2. Assessment Criteria

3. Current Project State

6.3   Discussion, Decisions and Agreements

6.3.1   RE: 1. Requirements Analysis Deliverable

- Okay to use Trello as requirements documentation
- As the board keeps changing, it doesn't make sense to have a static document that outlines requirements that will change
- However, Graham wants something tangible—some form of document for this
- Graham is to be added to our Trello project board to see how we are progressing
- This will also depend upon Graham and Andrew meeting and discussing a suitable document

6.3.2   RE: 2. Assessment Criteria

- Graham follows a standard assessment criteria document
- However, we can talk to Andrew Cain and work out something that may better suit the uniqueness of this project

6.3.3   RE: 3. Current Project State

- Reuben, Jake and Lachlan are currently working through small bug-fixes or minor enhancements to help get start learning the Doubtfire codebase
- Jake and Reuben are working on preparing the minitest suit
- When nothing else to do, Jake will work on Doubtfire design of marking page.
- Declan is still setting up Doubtfire. He will need to get this fully resolved ASAP or at least work on documentation.
- Alex is managing the Trello boards and high-level documents regarding project management. He is also assisting all other team members with domain knowledge of Doubtfire as much as possible.

6.4   Agenda Items For Next Meeting

1. Current Project State
2. Review of Assessment Criteria

3. Review of Requirements Documentation

6.4.1   Follow Up Actions

1. **Alex** - **ASAP** - Add Graham to Trello Board

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7   Meeting 20 Mar at 1:30pm

Location: EN513b

7.1   Present

- Andrew Cain
- Alex Cummaudo
- Reuben Wilson
- Jake Renzella
- Lachlan West
- Declan English

7.2   Agenda Items

1. Requirements Analysis Deliverable
2. Assessment Criteria
3. Upcoming Sprint

7.3   Discussion, Decisions and Agreements

7.3.1   RE: 1. Requirements Analysis Deliverable

- Andrew wants some sort of high-level, conceptual requirements document
- The purpose of this is to ensure that Andrew and the team both understand and agree upon the design of the system
- Very limited amounts of text, just diagrams that illustrate the work to be done on both the back and and front end(s) (there may be multiple front ends, e.g. iPhone/iPad/Android/Web)

- Architecture diagrams should be basic (not UML)—just highlight how the back end and front end will communicate
- Requirements documentation can also include prototype images of iOS app, prototypes of the web and overall architecture documents with diagrams on how it could work (conceptual design)
- Use keynote as a design tool to create basic prototypes
- Discussed using a redis queue[17] as an object persistence pipeline. Similar abstraction level as the database but redis is a queue and memory management pipeline
- The redis queue will sit behind the API (i.e., no direct communication with the redis queue)
- Use of Twitter Analytics Framework (Fabric) to replace Google Analytics
- Performs better at real-time analytics
- Just replace the provider in the `analyticsService` in the web app
- Will do a lot of the graph work for us
- Use live data to create interesting graphs.

7.3.2   RE: 2. Assessment Criteria

- Refer to the final year project unit learning outcomes—adapt these into the Assessment Criteria
- Don't make it a product-based criteria as this gives too much pressure on what to deliver (i.e., need 3 new apps and a backend—too much and would be a shame to lose a grade even when we tried our hardest)
- Should be related to what you have done related to your role in project
- P is you got DF installed and worked on at least one or two tasks
- C is you actually worked on more than what was required
- D is you had significant contribution in a single area
- HD is you showed some initiative and had significant contribution in multiple areas
- To be worked out further with the group in a future meeting
- Examples of roles:
- Jake and Reuben for testing

    − how well they relay their findings/teach to the rest of the group

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[17]See `http://redis.io`

- how many bugs they were able to find with their testing

- how well they covered testing from almost 0% to what they come up with

- Alex for team lead

  - leadership skills

  - helping people (not just giving orders)

  - assisting with Doubtfire domain and codebase knowledge

  - managing the Trello board and team

7.3.3   RE: 3. Upcoming Sprint

- Assign two weeks for this sprint (March 20 to April 4)

- Choose some new tasks for working on from the product backlog

- Also start working on requirements documents and assessment criteria for our project **concurrently**

- Jake and Reuben to start on unit testing of backend using minutest

- Be mindful of adding task sizes[18] as this wasn't done in last sprint[19]

- How long do you take the task to expect and how long it actually took [S/L] (expected task sizes vs actual task sizes (use a slash to distinguish))

- Don't worry about the slow velocity at the moment, it is expected that when learning a new system it will take a while to start completing tasks

- Would be good to compare estimated task sizes to actual task sizes especially between the start and end of the year to show how much you have improved (relate back to Agenda Item 2)

- Skype meeting this weekend regarding organisation and documentation

7.4   Agenda Items For Next Meeting

1. Choose some more tasks from product backlog

2. Agree on Assessment Criteria

3. Start working on Requirements Documentation

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[18]See   https://github.com/final-year-project/documentation/wiki/Meeting-Minutes#re-2-alex-to-discuss-new-trello-board-layout-and-process

[19]See   https://github.com/final-year-project/documentation/wiki/Meeting-Minutes#re-1-retrospective-on-sprint-1

7.4.1   Follow Up Actions

1. **Alex** - **ASAP** - Organise a Skype meeting with everyone for this weekend

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8   Meeting 28 Mar at 1:30pm

Location: Skype

8.1   Present

- Alex
- Jake
- Reuben
- Lachlan

8.2   Agenda Items

1. Writing up assessment criteria.
2. Requirements Documentation & Diagrams
3. General sprint information with cards and progression.

8.3   Discussion, Decisions and Agreements

8.3.1   RE: 1. Assessment Criteria

- "Role based" assessment criteria.
- Google docs to start developing the document.
- We are all going to contribute to document.
- We all agree on this method.
- Will take this document to Graham.
- Define and breakdown of roles and requirements for roles.
- Will use Learning Summary Report to justify grades.

8.3.2   RE: 2. Requirements Documentation & Diagrams

- Lucid Chart for rough conceptual diagram for Redis.
- Alex is knowledgable with Redis so will start document.

8.3.3   RE: 3. General sprint information with cards and progression

- Alex will start looking at some of his sprint inbox items.
- Screenshots on Trello cards are very important.
- Important to hassle each other when dealing with tasks.
- Sizing of cards is important, don't forget.
- After finishing a card, also add how long the card actually took.

8.4   Agenda Items For Next Meeting

1. Development session to discuss cards in person.

8.4.1   Follow Up Actions

1. **Team** - **April 4th** - Delivering assessment documents to Graham (requirements, assessment, LSR).
2. **Jake and Reuben** - **When ready** - Update Doubtfire API wiki to include minitest documentation
3. **Jake and Alex** - **Week of April 5th** - Meet to discuss app designs
4. **Jake and Reuben** - **Week of April 5th** - Meet with Andrew to finalise minitest requirements.
5. **Lachlan** - **Week of April 5th** - Work on his two backlog cards.
6. **Team** - **Wednesday 6th of April** - Book room for development session (AMDC 401).

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9   Meeting 18 April at 1:30pm

Location: Andrew's Office

9.1   Present

- Alex
- Jake
- Reuben
- Lachlan
- Andrew Cain

9.2   Agenda Items

1. Feedback from iOS and Android prototypes
2. Feedback for architecture of Helpdesk API

9.3   Discussion, Decisions and Agreements

9.3.1   RE: 1. Feedback from iOS and Android prototypes

- Andrew is unsure about a single queue
- He would like tutors to have their own queues, and they can take as many students as they want from the **global queue**
- Whenever students submit tickets, they will be pushed into the global queue
- The idea is to keep the global queue as empty as possible; tutors take students off the global queue and run through their own queue
- The global queue is sorted by time ticket was submitted, grouped by subjects the tutor teaches and subjects the tutors do not teach
- The tutor queue is sorted by time ticket was last 'reviewed' by a tutor
- A tutor can then remove the ticket from their queue once the ticket is marked as complete by the tutor
- Tutors can refer students from the global queue to *other* tutors if need be
- Introduces minor complexity to the app but makes it run more efficiently as one tutor will deal with a group of students at a single time

9.3.2   RE: 2. Feedback for architecture of Helpdesk API

- Andrew is happy with the idea but confidentiality is a problem.
- If we were to host on Heroku, we would only store Doubtfire Rails IDs on Redis

- Andrew is a bit worried about reporting; we would need to investigate
- Andrew is worrisome about making staff use Google Analytics; will need to investigate at a later stage

9.4   Agenda Items For Next Meeting

1. Show Andrew Revised Prototypes

9.4.1   Follow Up Actions

1. **Alex, Jake** - ASAP - Work on a revised prototype

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10   Meeting 2 May at 1:30pm

Location: Graham's Office

10.1   Present

- Alex
- Jake
- Reuben
- Lachlan
- Graham Farrell

10.2   Agenda Items

1. Discussing current status of project
2. Discussing peer reviews

10.3   Discussion, Decisions and Agreements

10.3.1   RE: 1. Discussing current status of project

- Emphasis at this stage is to get the video complete
- Graham is happy with assessment criteria and requirements documentation

- Graham is concerned about state of some group members

10.3.2   RE: 2. Discussing peer reviews

- Happy that peer reviews were submitted and has given him some insight into the group
- Declan has resigned from the team

10.4   Agenda Items For Next Meeting

N/A

10.4.1   Follow Up Actions

N/A

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11   Meeting 25 May at 1:15pm

Location: Graham's Office

11.1   Present

- Alex
- Reuben
- Lachlan
- Graham Farrell

11.2   Agenda Items

1. Discussing current status of project
2. Discussing submission protocol

11.3   Discussion, Decisions and Agreements

11.3.1   RE: 1. Discussing current status of project

- Discussed some of the health issues we have been having in the group
- Have all agreed that no one is to blame when it comes to health; it happens and we work together to resolve it
- Graham has emphasised that we have all done a good job this semester which is good motivation for the team

11.3.2   RE: 2. Discussing submission protocol

- Graham wants something tangible — we need to documentary the Wiki and print it for him
- Graham has stressed that our current requirements are lacking substantially. We must work together to submit:

  - Extended stakeholders
  - Extended goals and objectives
  - Extended risk analysis (missing altogether); this is a hurdle!

- We need to pull together and try and focus on producing this by next week
- Arrange time for next week for submission

11.4   Agenda Items For Next Meeting

1. Submit portfolio

11.4.1   Follow Up Actions

1. **Team** - ASAP - Work on fleshing out an SRS in more detail
2. **Alex** - By the weekend - Email Graham for a time we can submit the portfolio