Minutes - meeting 6/2/23 - 2pm

Minutes taken by Joe Black

In attendance: John Johnston, Rory Mackintosh, Joe Black, Daniel Beardmore, Duncan Hastie

Not present: Jonathan Cloke

Communication

John brought up method of Teams discussion. All agreed on Teams as being efficient method of discussion. We agreed that Joe will set up a GitHub repo for this project hosting the code and Daniel will set up a Trello for Kanban.

Scrum

John brought up the introduction of scrum meetings, where each member is given a task to complete by the next meeting. These tasks are often short but essential; it is important each member.

Sponsor meeting

Iain Duncan – discussed use of GitHub to track progress. May not bring all advantages of other Kanban boards, but efficient for code-based projects. Iain brought up that not all team members will think of the same choice - some prefer text-based lists, some prefer visual methods. Reminded that this is a 12-week project, so no need to be overkill (purchased methods mean everyone needs to purchase). Trello good for short projects, though all will need login for each user.

Project

John discussed our idea of creating a good framework/foundation for others to work on for future groups of students. Iain agreed this was a good idea, but mentioned this will require strong documentation.

We discussed which method of server hosting we should work with – either have a University hosting or ask Ron Skirving at the Mens Shed, to host. Issues were discussed regarding access to the server where it hosted by the Mens Shed – previous projects have been inaccessible for client servers.

Documentation – March Report

Iain brought up the issue of the March report, mentioned he can be forgetful for long term projects, so document evaluation on a weekly basis as not to forget.

Discussed that Fridays would not be ideal for sending reports – perhaps Monday mornings instead for efficiency?

PIR

For Friday 3pm, our report must be compiled, reviewed by another PM, returned with feedback, edited and delivered to client. This serves as a “binding contract”

Follow up register – how to we approach an incident, such as loss of team member, and how the team will adjust in such an event. We will also consider how we check these tasks are being done in such an event.

Database

John suggested flat database, team agreed on this. John brought up the issue that some items which will be loaned out can be dangerous - I.e. chainsaw. This will need authorisation and perhaps consider the following

mental health (one group which attends Mens Shed group), a risk is posed when lending some highly dangerous tools to certain individuals.

PPE – some tools will require extra protective equipment, such as safety glasses or gloves

Training – some tools will require knowledge of safety. “How to use” videos are available

Database will contain a variety of items – such as magazines, not just tools - in the lending library. The shed also offers clubs based on other hobbies, such as guitars, cameras and cars, so this must all be covered in the one table.

Contribution

John shared contribution spreadsheet. Start of project has been largely PM based, we are now entering stage where other members will contribute more. Hopefully, we should be aiming for an equal percentage of contributions across all members.

Front-End UI

Joe and Rory agreed upon SQL for database development, and Python Flask for the framework.

Regarding further meetings, next week's meeting will be held in Study Room 5, in the library.