Communications Log

# Milestone 1 (Weeks 3-5)

# Week 3

## Meeting #1

Date: (1:00PM - 1:20PM, August 04, 2023)

Agenda:

* Project overview
* Housekeeping rules
* Key documents - GitHub, Milestone Contribution and Scrum Notes

Notes:

* About project
* Ensure we are doing Incremental commits
* Keep on another up-to-date during meetings, ensure what is done is documented
* Ramon made documents
* Milestone for each contribution form (has what everyone did, to the exact)
* Scrum notes (everything on ideas for what we need to do for the project [notes, meetings, etc])
* Read scrum notes daily
* Changed project table to a product backlog (more detailed, more towards a scrum board)
* User stories: make it as specific as possible (don't use vague words and lessen the possibility of interpretation)
* Acceptance criteria: Formatting good, just fix some of the punctuation and more verbal/action based

# Week 4

## Meeting #1

Date: (4:45PM - 4:55PM, August 07, 2023)

Agenda:

* Progress check - User Stories
* Allocating tasks

Notes:

* User stories
  + It covers a wide range of features
  + It needs to be reviewed and reformatted
  + Ash brought up to review what user stories we've done and looking into adding more to them
  + Ash - no 15 US is more a Functional Requirement (FR) rather than a US (solution - remove and make it a FR)

## Meeting #2 (Stand-up & Scrum Meeting)

Date: (6:30PM - 8:30PM [Class], August 9, 2023)

Notes:

Things accomplished

* Created project board
* Added user stories & some ACs
* Started on wireframes

Next week

* Finishing user stories
  + Correcting format
  + Adding acceptance criteria
* Finishing wireframes
* Add definition of done
* Work on architecture

## Meeting #3

Date: (1:30pm - 1:40pm, August 10, 2023)

Agenda:

* Progress checks
* Questions

Notes:

* Progress checks - User stories, wireframe
  + Some work was completed
  + Architecture has not started yet, reviewing lecture notes and seeing examples before starting
* No questions
* Going forward: do more work

## Meeting #4

Date: (1:30pm - 1:40pm, August 10, 2023)

Agenda:

* Progress checks
  + User stories
  + Wireframes
  + Architecture
* Questions

Notes:

* User stories
  + Progress updates task by task
  + User stories format updated by ramon >
  + Wireframe starting by sri where it can be further improved with user stories
  + User stories updated ASAP wireframes done by next tues night (80-90%)
  + Architecture is going to be started
* Questions
  + Ash asked about product backlog, the green dot is an now an issue meaning the user story and acceptance criteria is done
* Next meeting - check user stories and add some input (we can have an additional meeting on the weekend)

# Week 5

## Meeting #1

Date: (1:00pm - 1:10pm, August 15, 2023)

Agenda:

* Progress checks
  + User stories
  + Wireframes
  + Architecture
* Stand up meeting preparation
* Agenda for future meetings
* Questions

Notes:

* Wireframes
  + Jaz and Rohan have got some of the views but unsure for what the data filters will be like without the base data. And let them know if there's any concepts or ideas. (Will be adding home page and nav page)
  + Home page to just have space for logo, maybe popular products, nav bar; bringing to other pages
* Architecture
  + Architecture design prints to be done on mira, and that Ash Manik and Clarence were to work it all in person to fix the digital design
  + Do what needs to be done and fill in the blanks afterwards
* User stories are complete and just need to be double checked
* Stand up meeting preparation
  + Present user stories, wireframe, architecture and SRS document
* Ramon created SRS document with the minimum headings outlined in Milestone 1 assignment
* Future meetings to have 1 or 2 this week for sprint planning
* SRS Plan: emailed lecturer about it and just plan to do for minimum specs (m1) and we think to update it throughout the project and that we are going to ask about clarifying this

## Meeting #2

Date: (6:30PM - 8:30PM [Class], August 16, 2023)

Notes:

* Presented the following:
  + Refined user stories
    - Added acceptance criteria for all stories
    - Created definition of done
    - Corrected formatting
  + Completed wireframes
  + Architecture WIP
  + SRS document WIP
* Extra feature: Registration and/or user reviews and ratings
* Wrapping up Milestone 1:
  + SRS Document
  + Finalising Architecture
  + Sprint retro
  + Sprint planning
  + Sprint estimate

## Meeting #3

Date: (12:30PM - 1:00PM, August 18, 2023)

Agenda:

* Quick progress check - Architecture and wireframes
* Creating sub-tasks
* Reminder: 2-minute video recordings
* Sprint retro meeting

Notes:

* Architecture and wireframes are done and on SRS document
* Finish sub-tasks by Saturday night
* Sprint retro meeting

## Meeting #4

Date: (12:30PM - 1:00PM, August 19, 2023)

Agenda/Notes:

* Sprint 1 Planning Notes
* Sprint 2 Estimated Planning Notes