

## **Project Management**

### Timeline - Sequencing and timespan of Tasks

- Read through the specification and discuss among group to form epic stories and user stories (25/06/2021 - 29/06/2021)
- Put down any assumptions when writing user stories (25/06/2021 - 29/06/2021)
- Think about the structure of the backend and frontend (27/06/2021 - 30/06/2021)
- Draw UML classes and relationships (27/06/2021 - 30/06/2021)
- UI design (Layout of the game for different modes and game status) (30/06/2021 - 02/07/2021)

### Timeline - Allocation of Tasks

- Create labels on the tasks for milestone 1
- Set due date for each task
- Write user stories according to the specification
- Revise other group member's user stories and check repetition
- Merge unnecessary epic stories
- Draw UML (Frontend and backend classes)
- Revise the relationship between classes in the UML
- UI design
- Writing meeting minutes
- Wrap up the project management

## **Meeting Minutes**

### **Meeting 1**

Date: 25/06/2021

Attendees: David Sun  
Peiting Xie  
Haoheng Duan  
Yijie Zhao  
Weilin Tao

Apologies: Null

Method of communication: Teams meeting

Time of commencement: 9:30pm

Time of dismissal: 10:30pm

Total hour: 1 hour

Agenda:

- Go through the specification
- Rule out all the tasks for milestone 1
- Distribute the tasks to each group member
- Set due date for each task

Discussion:

- Create shared documents for epic stories and UML diagram
- Write as much user stories as possible
- Finish revising the user stories before 27/06/2021
- Plan for drawing UML and think of what classes we need
- Next meeting scheduled at 9pm 27/06/2021

## **Meeting 2**

Date: 27/06/2021

Attendees: Peiting Xie  
                  Haoheng Duan  
                  Yijie Zhao  
                  Weilin Tao

Apologies: David Sun

Method of communication: Teams meeting

Time of commencement: 9:pm

Time of dismissal: 11: 30pm

Total hour: 2.5 hour

**Agenda:**

- Revise epic stories
- Go through the user stories and revise them
- Think about the structure of the backend and frontend
- Design UML and discuss about the relationships between each class
- Distribute UI design to each group member
- Set due date for each task

**Discussion:**

- Add more acceptance criteria
- Discuss different appearance of UI
- Next meeting scheduled at 8pm 30/06/2021

## **Meeting 3**

Date: 30/06/2021

Attendees: Peiting Xie  
Haoheng Duan  
Yijie Zhao  
Weilin Tao  
David Sun

Apologies: Null

Method of communication: Teams meeting

Time of commencement: 8:pm

Time of dismissal: 10: 00pm

Total hour: 2 hour

**Agenda:**

- Revise user stories again according to the examples shown in lectures
- Put all user stories on gitlab
- Start UI design
- Added worldState and menu to UML diagram

**Discussion:**

- Set priorities to each user stories
- Add story points
- Add more edge cases to each user stories
- Create labels on gitlab
- Start UI design