



Helpful
Hackers

Meeting – Minutes

Date and Time: 11th July 2023 at 14:00

Platform: Microsoft Teams (Online)

Version: 8.0

Meeting Attendees:

Jordan Conor Green (Team Lead)
Siyambonga Akhona Mfeka
Mpumelelo Candice Mchunu
Daylin Shadrach
Cameron Luke Pillay

Absentees:

Mishra Mohammad
Nhlakanipho Philani Khumalo

Opening of the Meeting:

Jordan Conor Green graciously screen-recorded a meeting that took place on Monday, the 10th July 2023 at 11:00, where all relevant project teams that were developing the automated support system project that Cassim organized for those teams to virtually discuss with the client on Microsoft Teams, to discuss the overall group accomplishments of achieving their desired Sprints as well as if they would like to ask the client any questions, expectations, or challenges that they were confronted with and required clarification. Furthermore, Jordan Conor Green proceeded to ask the attended

members of the Helpful Hackers project team if they proceeded to view the video of the meeting with the client that he created, most members will be viewing the video as soon as possible when they are available to do so.

Purpose of Meeting:

1. Discussion from group during client meeting:

Jordan Conor Green queried to Cassim regarding the product backlog as delegated to Cameron Luke Pillay to update it as per the feedback that Cassim suggested to us during our in-person presentation on 5th July 2023 at 12:00 as well as to save the original product backlog for latter usage. This feedback included altering the types of stories, removing the comments and the actual effort columns within the product backlog, (suggestion by Cassim and Jordan Conor Green) inclusion of planning stories such as conducting client research, developing our prototype of the system through wireframes and mock-up screens as well as condense our current stories and information of the product backlog by removing redundant and repetitive details. The purpose of the meeting was for Jordan Conor Green to inform the project team that he conducted research of the different information that must be included in the product backlog, in terms of we should draft multiple versions of product backlogs for each sprint delivered (such as Sprint 0, which supposedly included the pre-planning phases of the project development process such as developing the product backlog as well as design the relevant planning design documents such as the UML class diagrams, and Entity Framework Diagrams), however Cassim reassured Jordan Conor Green in the client meeting that we are required to only develop one product backlog for the entire duration of the product development period, and we are required to generate multiple sprint backlogs. Additionally, Jordan Conor Green conducted research of a potential solution of how to commencing designing and coding the ticketing support system as stated in the client video where Cassim responded to client by addressing the attendees of the process of understanding the minimum amount of tasks that are required to be performed in order to develop a fully-developed application and the client responded to this statement by emphasizing that the minimum viable task is for the user to send through emails that will be converted as a support ticket query and the personnel responsible must be able to respond to the ticket created.

2. Team Goals:

- Good grasp of Sprint deliverable knowledge of the product backlog and what we are to be achieved for the remaining tasks for the project.
- Minutes from previous meetings recorded.
- Team project deliverables submitted on teams and presented to Cassim for review and consultation.

Presentation of the Updated Product Backlog:

Cameron Luke Pillay presented the updated version 1.2 of the product backlog that included the updated planning user stories such as developing the product backlog, conducting user research, and developing the prototype of the solution. It is currently in progress of development as the priority level of stories need to be adjusted, the beginning and ending dates need to be altered as well as changing to different sprint numbers and delete any repetitive stories and information presented and it will be submitted and review by the project team members as soon as possible for the remaining deliverables to be altered and to be presented.

Adjournment of Meeting 8 and Reminders:

Jordan Conor Green has scheduled a meeting project team meeting on Thursday, the 13th of July on Microsoft Teams at to discuss the updated deliverables that was adjusted so that we may present it to Cassim and he has scheduled a group meeting with Cassim on the Friday, 14th of July at 9:00 on Microsoft Teams, for him to provide additional input on the updated work.