Tracking Interconnection Facebook Links Project
The First Sprint Planning Meeting

Internal Meeting Notes: 5 March 2016

Attendance: J. Zeegers, J. Allingham, J. Gage, N. Haag , The Product Owner, The Scrum Master, The Project Administrator
Apologies: The Marketing Manager
Absent: -
Minutes noted by: J. Zeegers
Meeting at 4th Year Common Room,
University of Witwatersrand

Opening 10h00
- The Scrum Master chairs meeting

Project Description

Item	Person Responsible	Projected Date to Complete by	Done
The project brief was discussed and project objectives highlighted.	-	-	
The Sprint goals were made and include the following: • Create a system prototype that includes one landing page and two functional views. • Create and populate the database. • Set-up the system's architecture such as setting up the framework and server.	-	-	

The Task Allocation

Item	Person Responsible	Projected Date to Complete by	Done
The tasks for the back-end and front-end teams were defined.	-	-	
The following tasks were chosen from a project back-end team member : • Create neo4j database • Source Facebook user data and load it onto the database	*James Allingham*	1 April 2016	

• Write Python scripts and functions that return data required in a correct format • Integrate the first phase systems. • Do software testing			
The following tasks were chosen from a project back-end team member : • Start a Django project • Set-up an Apache server that host the Django project • Integrate the first phase systems. • Do software testing	*Julian Zeegers*	1 April 2016	
The following tasks were chosen from a project back-end team member : • Make an HTML landing page view with a bootstrap theme and navigational links. • Create a view that contains a d3.js "Force-diagram" that is used to visualize a friend network diagram • Do software testing	*Joseph Gage*	1 April 2016	
The following tasks were chosen from a project back-end team member : • Make an HTML landing page view with a bootstrap theme and navigational links. • Create a view that contains a d3.js "Word bubble chart" that visualizes the popularity of words used in status • Do software testing	*Nathan Haag*	1 April 2016	

The Work Environment

Item	Person Responsible	Projected Date to Complete by	Done
A Github repository for the sprint must be set-up	*The Project Administrator*	6 March 2016	
Create a new Trello board for the first Sprint. Add all the tasks and the associated team members responsible for the task as well as the dead line.	*The Scrum Master*	6 March 2016	
Ensure all project members have joined the Slack messaging group for the first Sprint.	*The Project Administrator*	6 March 2016	
There will be a daily Scrum meeting each working day of the sprint. The venue for this meeting is the 4th Year Common Room. Each meet will start at 9 am daily.	-	-	

The Documentation

Item	Person Responsible	Projected Date to Complete by	Done
Write a Full Software Requirements Specifications	*James Allingham*	1 April 2016	
Write the Design Document	*Joseph Gage*	1 April 2016	
Write the Implementation Document	*Nathan Haag*	1 April 2016	
Write user guide for product prototype	*Julian Zeegers*	1 April 2016	

General Comments

- There is a Sprint Retrospective Meeting planned for the 4th of April to review the first sprint.
- The second sprint is planned to commence during the week of the 4th of April.

Meeting Closed 16h15