Location	Microsoft Teams
Date	02/08/2020
Participants	Paula (s3782041), Ian (s3788210), Josiah (s3782051), Taouit [David] (s3815539)
Scrum Master	Paula
Product Owner	Josiah

Agenda	1. Go through user stories doc and identify and refine any epics.
	2. Go through acceptance criteria / edit / add some more in.
	3. Functionality of roles discussion: https://drive.google.com/file/d/1AX7Flwy2G2n6PLa-lY9F5X0KhGXp8uWZ/view
	4. Ensure stories on trello match with document.
	5. Allocate a product owner and front-end/back-end/testing teams.
	6. Product owner must start allocating priorities; esp for sprint.
	7. Gitflow: https://www.atlassian.com/git/tutorials/comparing-workflows/gitflow-workflow
	8. Sprint planning (sprint ends 14th August)
	   a. Product owner creates sprint backlog and makes corresponding spreadsheet document.
	   b. Effort points
	   c. Scrum poker.

1. Go through user stories doc and identify and refine any epics.
   ● Most of the user stories were good, but we identified some user stories that were not part of the functional requirements. We will leave these on the document but they will be given low priorities.
   ● We were unsure about developer user stories and whether they were epics or not so that will be discussed with our lab tutor Sachin on Sunday.
   ● There were no epics that we could see as all the user stories pretty much implemented 1 CRUD operation, not multiple.

2. Go through acceptance criteria / edit / add some more in.
   ○ The acceptance criteria was all well; some formatting issues needed to be fixed.
   ○ Developer story acceptance criterias need to be clarified on Thursday.

3. Functionality of User Roles Discussion
   ○ We went through the venn diagram and explored similar functionalities that several user roles shared.
   ○ We discussed some assumptions made, and will be asking for some clarification on these assumptions on Thursday.

- ○ If any edits need to be made, they can notify the scrum master who will fix it and republish it.
4. Ensure trello boards match with product backlog.
  - ○ We need clarification on how to organise our user story cards, as everyone would just be assigned to the same card (each functionality requires front-end/back-end/testing).
  - ○ Product backlog is not yet finalised.
5. Allocate a product owner and development team roles:
  - ○ Product owner: Josiah.
  - ○ Development roles: Front-End: David (Taouit), Back-End: Ian, Josiah Testing: Paula, Aqram
6. Product owner must start prioritising
  - ○ We were confused if we needed to prioritise EVERY user story in the product backlog, or just the sprint backlog.
  - ○ To not get ahead of ourselves, we said we will wait to ask on Thursday.
7. Gitflow
  - ○ We discussed gitflow and will be making the necessary branches on Thursday.
8. Sprint planning
  - ○ We decided to do login/logout functionality and customer profile page in the second half of the sprint.
  - ○ Main goal of the sprint is for the user stories/ac to be polished.
  - ○ We couldn't do scrum poker because a team member was absent. We will do it on Thursday.

Thursday Meeting Agenda:
- ● Ask questions.
- ● Scrum poker with everyone there.
- ● Definition of Done (whole product) and revise each sprint.
- ● Task prioritisation.
- ● Mockup for navbar and customer profile page.
- ● Setup gitflow branches.

Questions to ask on Thursday:
- ● Thoughts on developer user stories? Can developer user stories be epics? Do we need acceptance criteria since client/customer won't be using this?
- ● Are these assumptions in our diagrams ok?
- ● Do we assign priorities in the sprint backlog or product backlog? Can they just be high, medium, low?
- ● Do we need to follow the given templates exactly?
- ● Can we have 1 DOD for the project and revise it every sprint if we need to?
- ● Can we use MySql for AWS compatibility?
- ● If an admin adds an employee, can we give them a default password? Their DOB?

- For trello management, how do we get around the fact that for each user story, every team member will be assigned to the card? Should we make task cards as well? If so, what do we do about the user story card?
- What are we meant to do with the documentation folder on github? What about the documentation on google drive shared with you?