Meetings

- Supervisor Meetings
- Team Meetings

Supervisor Meetings

-

Sprint1 Supervisor Meeting 23/4

Date & Time:2021-4-23

Location: Zoom

Recorded by: Xiaoyue Liu

Attendees: Leon Sterling

Jiaxin Mo

Xiaoyue Liu

Chengyu Zhang

Zihan Ye

Jingjin Li

Items discussed:

Item	Decision
Motivational Model	Clarify the stakeholders on the "Who" attribute in the "Who Do Be Feel" chart.
	Streamline the quality goal and emotional goal in the diagram, and move the quality and emotional goal that most functional goals have to a higher level.
Architecture Model	updates the Software Architecture Model diagram.
Team Meetings	Add supervisor Meeting in the team meeting
Checklist	Clarify the deployment question.
User Stories	Split user stories into details.
Use case model	updates the use case model diagram.

Agreement:

Task	Who Is Responsible	Deadline
updates the motivational model	Jiaxin Mo	2021-4-30
updates the architecture model	Chengyu Zhang	2021-4-23
updates the use case model	Chengyu Zhang	2021-4-23
add supervisor meeting	Xiaoyue Liu	2021-4-23
Checklist	Xiaoyue Liu	2021-4-27
User Stories	The corresponding person of the user stories	2021-4-30

Team Meetings

- Team Meeting Week2
- Team Meeting Week3
- Team Meeting Week4
- Sprint1 Planning
- Sprint1 Meeting 6/4 (breaking)
- Sprint1 Meeting Week6
- Sprint1 Meeting Week7
- Sprint1 Retrospective
- User acceptance test (Beta test) Meeting 27/4
- Sprint2 Planning
- Sprint2 Retrospective
- Sprint2 Review

Team Meeting Week2

Agenda

Date & Time:2021-3-12 14:00

Location: Zoom

Goals:

1. discuss and find an alternative project

Meeting Minutes

Date & Time:2021-3-12 14:00

Location: Zoom

Recorded by: Jiaxin Mo

Attendees:

Jiaxin Mo

Xiaoyue Liu

Chengyu Zhang

Zihan Ye

Jingjin Li

Items discussed:

Item	Decision
discuss and find an alternative project	Will do SwatKat project

Agreement:

Task	Who is responsible	Deadline
send an email to inform our supervisor about the change of project	Xiaoyue Liu	2021-3-12
read through the report of SwatKat	all	2021-3-19

Team Meeting Week3

Agenda

Date & Time:2021-3-16 22:00

Location: Zoom

Goals:

1. Analyze SwatKat
2. Discuss the team role
3. Discuss the requirements to be added
4. Discuss work division

Meeting Minutes

Date & Time:2021-3-16 22:00-23:40

Location: Zoom

Recorded by: Jiaxin Mo

Attendees:

Jiaxin Mo

Jingjin Li

Xiaoyue Liu

Chengyu Zhang

Zihan Ye

Items discussed:

Item	Decision
Analyze and discuss the requirements to be added in SwatKat.	Initial features we found by analysing the SwatKat website. We will select some of them to extend. add features: 1. forget password (email authentication code login) 2. google/fackbook/twitter login 3. edit background 4. progress completion prompt 5. privacy(who can see or not) 6. generate user`s ePortfilo URL (copy URL to clipboard) 7. send email to the user its ePortfilo (online chat) 8. UI redesign-search bar; website name; home page picture; word format 9. a setting page: reset password, email, name, contact detail, links for github/.... 10. delete file/photo 11. github/linkedin button 12. delete section botton 13. download as pdf botton 14. add section button for other fix bugs: 1. translation bug 2. user photo/transcript/gallery database
Discuss the team roles	Fill up the table by next Tue.
Discusss the implementation of front-end and back-end technologies	Initially suggested VScode or Webstorm as IDE, using JavaScript language, mongoDB and AmazonS3 service as database.

Agreement:

Task	Who is responsible	Deadline

create a github for group	Chengyu Zhang	2021-3-19
fill up the team role table	all	2021-3-23
clone and run the code in local computer	all	2021-3-23

Team Meeting Week4

Agenda

Date & Time:2021-3-23 22:00

Location: Microsoft Teams

Goals:

Discuss the user stories, sprints, and motivational model.

Finish the checklist.

Discuss the github code of Swatkats

Meeting Minutes

Date & Time: 2021-3-22 16:30

Location: Microsoft Teams

Recorded by: Xiaoyue Liu

Attendees: Jiaxin Mo

        Xiaoyue Liu

        Chengyu Zhang

        Zihan Ye

        Jingjin Li

Items discussed:

Item	Decision
Requirements for github in LMS	organize github
Pick up requiements from list and create user stories	sprint 1: 1,9,2,8 sprint 2: 12,6, non-3 (7,11)
Architecture design	update SwatKats one
Inception Checklist	fill in the form
Motivational Model	Draw the model
Check and discuss timeline	a week for seting up code in local computer
Source code in local computer	Set up the code and try to run

Agreement:

Task	Who is responsible	Deadline
Update github	CHENGYU ZHANG	2021-3-31
Complete checklist	CHENGYU ZHANG	2021-3-31
Write User stories (non-3, 7, 11)	Jingjin Li	2021-3-26
Write User stories (2,8,12)	Zihan Ye	2021-3-26
Write User stories (1,9,6)	Xiaoyue LIU	2021-3-26
Draw architecture design diagram	CHENGYU ZHANG	2021-3-26
Draw motivational model	Jiaxin Mo, Xiaoyue LIU	2021-3-26

Update timeline	Jiaxin Mo	2021-3-22
Set up the code	All	2021-3-25

Sprint1 Planning

Agenda

Date & Time:2021-3-30 14:00

Location: Microsoft Teams

Goals:

1. Go through inception checklist
2. Reassign team roles
3. Assign user stories of sprint1 to each team member

Meeting Minutes

Date & Time:2021-3-30

Location: Microsoft Teams

Recorded by: Chengyu Zhang

Attendees: Jiaxin Mo, Xiaoyue LiuJingjin Li, Zihan Ye, Chengyu Zhang

Items discussed:

Item	Decision
Go through checklist	Approved
Split user story 4 into practical steps	Not approved
Reassign role: back end programmer	Jiaxin Mo, Xiaoyue Liu
Reassign role: front end programmer	Jingjin Li, Zihan Ye, Chengyu Zhang
Allocate sprint1 tasks	Done. Please consult Task.

Agreement:

Task	Who is responsible	Deadline
User story 4 front end develop	Jingjin Li	2021-4-7
User story 3 front end develop	Zihan Ye	2021-4-1
User story 1 front end develop	Chengyu Zhang	2021-4-7
User story 2 front end develop	Chengyu Zhang	2021-4-1
User story 1 back end develop	Xiaoyue Liu	2021-4-9
User story 4 back end develop	Xiaoyue Liu	2021-4-10
User story 2 back end develop	Jiaxin Mo	2021-4-7
User story 3 back end develop	Jiaxin Mo	2021-4-6

Sprint1 Meeting 6/4 (breaking)

Agenda

Date & Time:2021-4-6 23:00

Location: Microsoft Teams

Goals:

1. check the process of each task
2. discuss the difficulty encountered in the process of developing
3. determine the deadline for each task

Meeting Minutes

Date & Time:2021-4-6 23:00-12:10

Location: Microsoft Teams

Recorded by: Zihan Ye

Attendees:

Jiaxin Mo

Xiaoyue Liu

Chengyu Zhang

Zihan Ye

Items discussed:

Item	Decision
discuss about the feasible design for forgetting password requirement	When a user forget his password, he is able to reset the password by clicking the forget password button. After clicking the button, he would receive an email, which would help him reset the password.
discuss how to deal with the add section and delete section requirements	Instead of creating two buttons to meet the requirements, we decided that we would only create one button, which allows users to select which section would be visible in profile page.
modify the plan of sprint	We find maybe the time for sprint 1 is too short. Thus, we decided to move the user story 1 from sprint 1 to sprint 2.
discuss cooperation between backend members and frontend members.	The frontend members should finish their tasks by April 12, to leave enough time for backend members to design the data structure and build the database.

Agreement:

Task	Who is responsible	Deadline
finish the frontend part of user story 3	Zihan Ye	2021-4-12
finish the frontend part of user story 2	Chengyu Zhang	2021-4-16
finish the ui design of user story 4	Jingjin Li	2021-4-9
finish the backend of user story 4	Jiaxin Mo	2021-4-16
make a test plan	Chengyu Zhang	2021-4-12

Sprint1 Meeting Week6

Agenda

Date & Time:2021-4-14 14:00

Location: Microsoft Teams

Goals:

1. check the process of each task
2. check the presentation of the Architecture design
3. discuss the difficulty encountered in the process of developing
4. determine the deadline for each task
5. reassign people for sprint 2

Meeting Minutes

Date & Time:2021-4-14 23:00-00:40

Location: Microsoft Teams

Recorded by: Jingjin Li

Attendees:Jiaxin Mo

Xiaoyue Liu

Chengyu Zhang

Zihan Ye

Jingjin Li

Items discussed:

Item	Decision
AWS can't link the payment card	1.send emails to former developers and ask for account number and password. 2.change a database provider
add the design document for our project	design document should be added on confluence after each task has finished
display of the Architecture design	Chengyu made the Architecture design and everyone satisfied with the display
frontend developer and backend developer unbalanced for sprint 2	Zihan Ye will become a backend developer in sprint 2
task unbalanced	change user story 1 to sprint 2; change user story 9 to sprint 1

Agreement:

Task	Who is responsible	Deadline
presentation of the Architecture modal	Chengyu Zhang	2021-4-16
demonstrate test plan to supervisor	Chengyu Zhang	2021-4-16
create public branch for sprint 1	Jingjin Li	2021-4-15
user story 9: improve UI design	Jingjin Li	2021-4-23
update design document	Jingjin Li, Jiaxin Mo, Zihan Ye	2021-4-29
link AWS	Xiaoyue Liu, Jiaxin Mo	2021-4-23
finish the backend of user story 3	Xiaoyue Liu	2021-4-19

Sprint1 Meeting Week7

Agenda

Date & Time:2021-4-20

Location: Microsoft Teams

Goals:

1. retrospective and review
2. peer review
3. how to merge github branch
4. sprint 1 checklist and rubric
5. user story 2: google/facebook login
6. user story 9: UI design

Meeting Minutes

Date & Time:2021-4-20 23:00-1:20

Location: Microsoft Teams

Recorded by: Jiaxin Mo

Attendees:Jiaxin Mo

       Xiaoyue Liu

       Chengyu Zhang

       Zihan Ye

       Jingjin Li

Items discussed:

Item	Decision
time for sprint 1 retrospective	Friday night, 23/04/2021,
peer review	finish by 23/04/2021
sprint1 checklist content	went throught the checklist and rubric. document tasks assigned
merge github branch	current branch: <your branch> => push changes to your branch => branch: merge into current branch from branch "sprint 1"
achitecture models and design	completed use case, component models. need to ask about class diagrams, component diagrams, sequence diagrams, journey maps.
retrospective document	create an online document, everyone write on it. finish by next Monday, and discuss.
user story 2: google /facebook login	cannot do Fackbook login at the moment due to account problem. Chengyu share information to Jiaxin, and work together
user story 9: UI design	some changes on home, profile page
user story 3: section model design	changes expected: horizontal expansion; default tick

Agreement:

Task	Who is responsible	Deadline
sprint1 test document	Chengyu Zhang	2021-4-29
deployment document	Jiaxin Mo	2021-4-26
checklist	Xiaoyue Liu	2021-4-29
retrospective document	all	2021-4-26

u9-2: UI design	Jingjin Li	2021-4-23
u3: section model design	Zihan Ye	2021-4-26

Sprint1 Retrospective

Date & Time:2021-4-26 15:00

Location: Microsoft Teams

Attendees: Jiaxin Mo

Xiaoyue Liu

Jingjin Li

Zihan Ye

Chengyu Zhang

Items discussed:

Goals that we achieved in Sprint 1	Goals that we didn't achieve in Sprint 1
- User Story 2: Completed the development of Facebook and Google registration and login functions. - User Story 3: Completed the development of Section Management function. - User Story 4: Completed the reset page design and realized the reset user name, user email, password functions. - User Story 9: Finished the new UI design in home page, profile page and login page. - Function test of sprint 1.	- User Story 1: Send an email for forgotten password. WHY: We didn't make a good estimate of the difficulty of each story during the planning, which caused our schedule very full in sprint 1. - Failed to deploy in heroku. WHY: We were unable to find the application error.

What did we do well	What should we have done better
- Consistent with regular meetings once a week, and well documented. - Held constant daily stand-ups. - Effective communication via Microsoft teams and Wechat. - Everyone was fully devoted to the project with enthusiasm. - Worked cohesively as a team in a harmonious atmosphere. - Asked the supervisor and SwatKatz group for help actively. - Team members understood their duties and roles better. - Managed and tracked individual processes in Trello. - Updated confluence document thoroughly and timely. - Well organized code repository in Github with branches. Demostration before merging to "sprint1" branch. - Willing to learn new technologies.	- Analyze the project source before we choose it. - Analyze the difficulties of each user story before we plan the schedule of the tasks. - Each User story should be smaller, which can be completed within 3-5 days. - Discuss more about the task assignment to prevent unbalance. - Team members should manage time better when they have other things in their hand. - The code should be commented in more detail. - Regular update Github realse tag and changelog when completing every feature.

User acceptance test (Beta test) Meeting 27/4

Agenda

Date & Time:2021-4-27

Location: Tecent Teams

Host: Chengyu Zhang

Participants: Client representatives

Goals:

1. Conduct user acceptance test
2. Test functional requirements in Sprint 1
3. Check whether user interface design of our system could meet expectations
4. Discuss how to improve our system
5. Ask clients if they have additional requirements

Meeting Minutes

Date & Time:2021-4-27 20:00-22:00(Beijing time)

Location: Tecent Teams

Recorded by: Chengyu Zhang

Host: Chengyu Zhang

Client representatives Yang Cui, second-year MIT student of UoM

Nanxuan Li, second-year CS student of UoM

Items discussed:

1.Help users download source codes and build running environment.
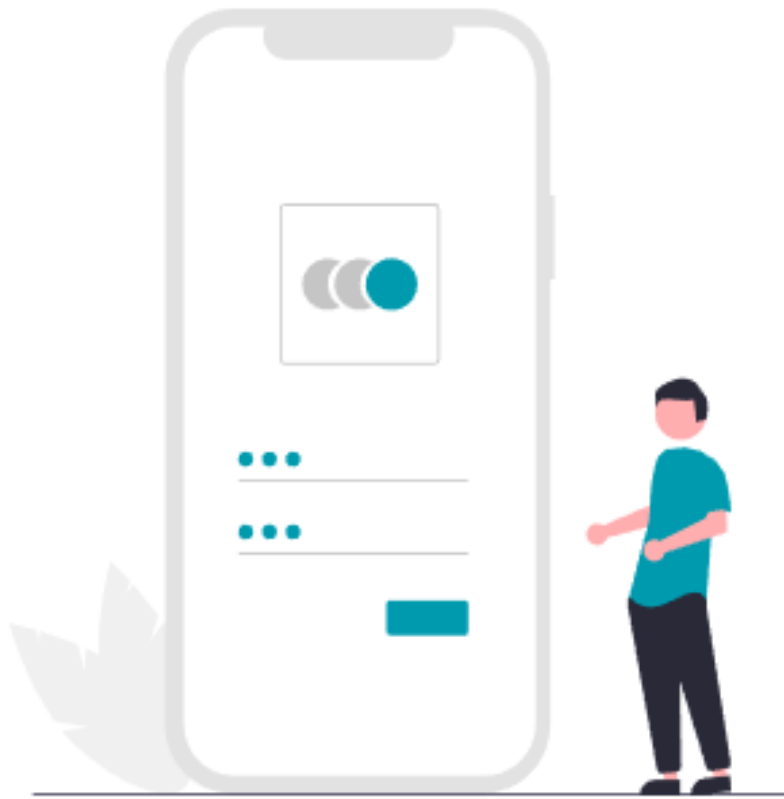
2.Conduct beta test

Process ID	User story	Test Type	Test Name	Status
1	2-1	Function test	Google Login - existing account and correct password.	Pass
2	2-1	Function test	Google Login - existing account and incorrect password.	Pass
3	2-1	Function test	Google Login - not existing account and correct password.	Pass
4	2-1	Function test	Google Login - account with registered email address and correct password.	Pass
5	2-2	Function test	Facebook Login - existing account and correct password.	Pass
6	2-2	Function test	Facebook Login - existing account and incorrect password.	Pass
7	2-2	Function test	Facebook Login - not existing account and correct password.	Pass
8	2-2	Function test	Facebook Login - account with registered email address and correct password.	Pass
9	3	Function test	Select all sections to show.	Pass
10	3	Function test	Select none section.	Pass
11	3	Function test	Select one section.	Pass

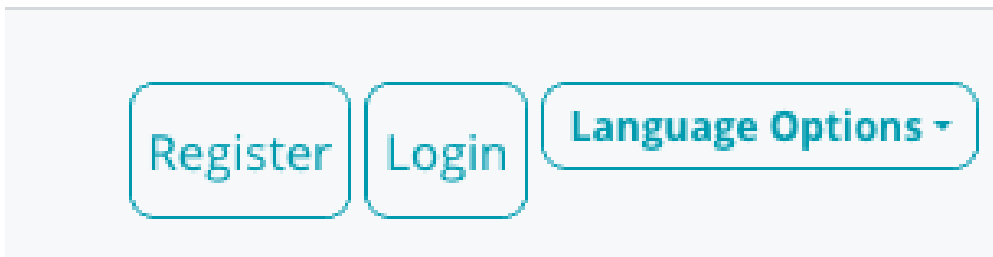| 12	3	Function test	Select two sections.	Pass
13	3	Function test	Select three sections.	Pass
14	3	Function test	Select four sections.	Pass
15	3	Function test	Select five sections.	Pass
16	4	Function test	Reset only username, login with new username.	Pass
17	4	Function test	Reset only username, login with old username.	Pass
18	4	Function test	Reset only email, login with new email.	Pass
19	4	Function test	Reset only email, login with old email.	Pass
20	4	Function test	Reset only password, confirm new password, login with new username.	Pass
21	4	Function test	Reset only password, confirm old password.	Pass
22	4	Function test	Reset only password, confirm new password, login with old username.	Pass
23	4	Function test	Reset username, email, password, confirm new password, login with new username, new email and new password.	Pass

3.Discuss UI design of the system.
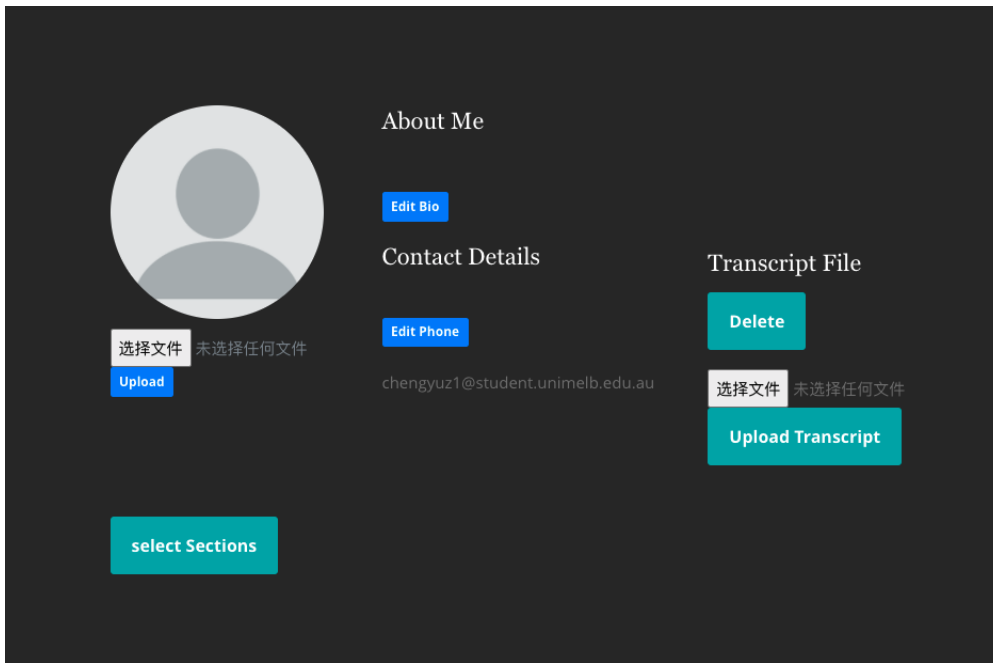
Suggestions from client representatives:

- The image below indicates that the mobile phone should be replaced with screen of a desktop. This is because our product is designed for computer user.

- As shown in the image below, the size of the buttons are not matched.

- Consulting the image below, the layout of the 'personal information' part is a bit messy. It is better to create a new page for this part.

4.Discuss how to improve our system:

- Performance of the system is needed to be improved. The client representatives found that it took some time for the server to wake up from sleeping mode. Additional methods should be done to cut down the waiting time.
- User interface needs more beautification. Clients advise the team to learn from a skillful UI designer so as to get a better idea of theories and methods of UI/UX design. This would help us to design a better layout of our website.

5.Ask if clients have extra requirements:

- No, both two client representatives think highly of our product. Although there are still some improvements needed to be done regarding UI design and performance of the system, all the functional requirements have been achieved at a high level, and there are no more functional specifications needed to be met.

Overall, clients praised the team for the hard work they did in the past month, and thought highly of functions the team added to the system. They are eager to see what surprise we would bring to them in sprint 2.

Sprint2 Planning

Meeting Minutes

Date & Time:2021-4-26

Location: Microsoft Teams

Recorded by: Jingjin Li

Attendees: Jiaxin Mo, Xiaoyue LiuJingjin Li, Zihan Ye, Chengyu Zhang

Goals:

1. Go through inception checklist
2. Reassign team roles
3. Assign user stories of sprint2 to each team member

Items discussed:

Item	Decision
Go through checklist	Approved
Reassign role: back end programmer	Jiaxin Mo, Xiaoyue Liu, Zihan Ye
Reassign role: front end programmer	Jingjin Li
Reassign role: test programmer	Chengyu Zhang
Allocate sprint2 tasks	Done. Please consult Task.

Agreement:

Task	Who is responsible	Deadline
User story 1 front end develop	Jingjin Li	2021-4-30
User story 5 front end develop	Jiaxin Mo	2021-4-26
User story 6 front end develop	Jingjin Li	2021-5-3
User story 7 front end develop	Jingjin Li	2021-5-14
User story 8 front end develop	Jingjin Li	2021-5-24
User story 1 back end develop	Zihan Ye	2021-5-7
User story 5 back end develop	Jiaxin Mo	2021-5-7
User story 6 back end develop	Xiaoyue Liu	2021-5-7
User story 7 back end develop	Zihan Ye	2021-5-21
User story 8 back end develop	Jiaxin Mo, Xiaoyue Liu	2021-5-27
Test Plan for Sprint 2	Chengyu Zhang	2021-5-7
Design test cases for Sprint 2	Chengyu Zhang	2021-5-14
Function test for Sprint 2	Chengyu Zhang	2021-5-25

Sprint2 Retrospective

Date & Time:2021-3-11

Location:

Attendees:

Items discussed:

Item	Decision

Agreement:

Sprint2 Review

Date & Time:2021-3-11

Location:

Attendees:

Items discussed:

Item	Decision

Agreement: