# Sprint 0 Meeting Minutes

## Week 3

**Meeting No: 3.1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Details | | | | | |
| Date | | | 31/7/2023 | | |
| Venue | | | In-class | | |
| Attendees | | | All | | |
| Apologies | | | N/A | | |
| Information / Decisions / Agenda | | | | | |
| No. | | Item | | | |
| 1 | | Read Assignment specs | | | |
| 2 | | Read Milestone 1 Requirements | | | |
| Action Items | | | | | |
| No. | Item | | | Who | By |
| 1 | Distribute Workload over meeting tomorrow | | | All | 1/8/2023 |

**Meeting No: 3.2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Details | | | | | |
| Date | | | 01/08/2023 | | |
| Venue | | | Discord | | |
| Attendees | | | All | | |
| Apologies | | | N/A | | |
| Information / Decisions / Agenda | | | | | |
| No. | | Item | | | |
| 1 | | We discussed how we could do the user stories for the project. Kalana, Ruvindu, Daniel and Arsa decided to do the user stories | | | |
| 2 | | Discussions resolved around how to do the acceptance criterions for the user stories. For this task, Rishav and Salmaan decided to handle this | | | |
| 3 | | Ruvindu and Arsa decided that after the acceptance criterions were written they would try to do accurate task estimations | | | |
| 4 | | We also discussed what we could do after we did the user stories. In the end Daniel and Kalana decided to look into the development of the project. Daniel decided to look into how to use Sprint Initialiser to run the backend API, while Kalana looked into how to use NextJS and it’s utilities | | | |
| Action Items | | | | | |
| No. | Item | | | Who | By |
| 1 | User stories | | | Kalana, Arsa, Daniel, Ruvindu | 02/08/2023 |
| 2 | Acceptance Criterion | | | Rishav and Salmaan | 02/08/2023 |
| 3 | Task Estimations | | | Ruvindu and Arsa | 02/08/2023 |

**Meeting No: 3.3**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Details | | | | | |
| Date | | | 3/8/2023 | | |
| Venue | | | Discord | | |
| Attendees | | | All | | |
| Apologies | | | N/A | | |
| Information / Decisions / Agenda | | | | | |
| No. | | Item | | | |
| 1 | | Todo: Create Documentation | | | |
| 2 | | Continue: Acceptance Criteria/Task Creation/Estimation | | | |
| Action Items | | | | | |
| No. | Item | | | Who | By |
| 1 | Collect/Setup Docs Template | | | Daniel. Salmaan | 7/8/2023 |
| 2 | Continue Acceptance Criteria/Task Creation/Estimation | | | Others | 7/8/2023 |

## Week 4

**Meeting No: 4.1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Details | | | | | |
| Date | | | 7/8/2023 | | |
| Venue | | | In-class | | |
| Attendees | | | All | | |
| Apologies | | | N/A | | |
| Information / Decisions / Agenda | | | | | |
| No. | | Item | | | |
| 1 | | UI Design and Wireframe Discussion | | | |
| 2 | | Outstanding Tasks: continue with docs and task creation | | | |
| Action Items | | | | | |
| No. | Item | | | Who | By |
| 1 | Schedule scrum standups | | | All | 9/8/2023 |
| 2 | Work on Wireframes | | | Ruvindu. Rishav | 13/8/2023 |
| 3 | Finish off user stories, acceptance criteria. task estimation | | | Arsa. Kalana | 13/8/2023 |
| 4 | Finish off documents | | | Daniel. Salmaan | 12/8/2023 |

**Meeting No: 4.2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Details | | | | | |
| Date | | | 9/8/2023 | | |
| Venue | | | Teams | | |
| Attendees | | | Daniel. Rishav. Ruvindu. Salmaan | | |
| Apologies | | | Kalana. Arsa | | |
| Information / Decisions / Agenda | | | | | |
| No. | | Item | | | |
| 1 | | Progress Check in | | | |
| 2 | | Schedule scrum standups | | | |
| Action Items | | | | | |
| No. | Item | | | Who | By |
| 1 | Continue with current tasks (see Meeting 4.1). Aim to complete by this Sunday. | | | All | 13/8/2023 |

**Meeting No: 4.3**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Details | | | | | |
| Date | | | 11/8/2023 | | |
| Venue | | | Teams | | |
| Attendees | | | Daniel. Rishav | | |
| Apologies | | | Salmaan. Kalana. Arsa. Ruvindu | | |
| Information / Decisions / Agenda | | | | | |
| No. | | Item | | | |
| 1 | | Progress Check in | | | |
| 2 | | Possible Standup Schedule Adjustment? | | | |
| Action Items | | | | | |
| No. | Item | | | Who | By |
| 1 | Continue with current tasks (see Meeting 4.1). Aim to complete by this Sunday. | | | All | 13/8/2023 |

**Meeting No: 4.4**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Details | | | | | |
| Date | | | 10/8/2023 | | |
| Venue | | | In-person | | |
| Attendees | | | Arsa. Kalana. Salmaan. Daniel. Rishav. Ruvindu | | |
| Apologies | | | N/A | | |
| Information / Decisions / Agenda | | | | | |
| No. | | Item | | | |
| 1 | | Progress Check in | | | |
| 2 | | Listing outstanding tasks for week 5 | | | |
| 3 | | Kalana & Arsa have other commitments this week and are unable to make it to the online meetings this week. | | | |
| Action Items | | | | | |
| No. | Item | | | Who | By |
| 1 | Continue with current tasks (see Meeting 4.1). Aim to complete by this Sunday. | | | All | 13/8/2023 |

**Meeting No: 4.5**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Details | | | | | |
| Date | | | 13/8/2023 | | |
| Venue | | | Teams | | |
| Attendees | | | Ruvindu. Rishav. Salmaan. Daniel | | |
| Apologies | | | Arsa. Kalana | | |
| Information / Decisions / Agenda | | | | | |
| No. | | Item | | | |
| 1 | | Progress Check in: Week 4 Assigned Tasks mostly completed | | | |
| 2 | | Distribute new tasks for Week 5 | | | |
| Action Items | | | | | |
| No. | Item | | | Who | By |
| 1 | High-level architecture design | | | Ruvindu. Rishav | 15/8/2023 |
| 2 | Transfer requirements to product backlog and project board | | | Arsa. Kalana | 15/8/2023 |
| 3 | Continue SRS grooming | | | Daniel. Salmaan | 15/8/2023 |

## Week 5

**Meeting No: 5.1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Details | | | | | |
| Date | | | 14/8/2023 | | |
| Venue | | | In-person | | |
| Attendees | | | Ruvindu. Rishav. Salmaan. Daniel. Arsa. Kalana | | |
| Apologies | | | N/A | | |
| Information / Decisions / Agenda | | | | | |
| No. | | Item | | | |
| 1 | | Confirm tasks for Week 5. | | | |
| 2 | | Online standup meeting reminder. Reschedule weekly standup meetings. | | | |
| 3 | | Update product owner on progress. Seek Feedback. | | | |
| Action Items | | | | | |
| No. | Item | | | Who | By |
| 1 | Revise High-Level Architecture | | | Salmaan |  |
| 2 | Finalise low-fi wireframe | | | Ruvindu. Rishav |  |
| 3 | Finalise Project Board | | | Arsa. Kalana |  |
| 4 | Finalise SRS | | | Daniel |  |

**Meeting No: 5.2 [Sprint 1 Planning]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Details | | | | | |
| Date | | | 16/8/2023 | | |
| Venue | | | Teams | | |
| Attendees | | | Ruvindu. Rishav. Salmaan. Daniel. Arsa. Kalana | | |
| Apologies | | | N/A | | |
| Information / Decisions / Agenda | | | | | |
| No. | | Item | | | |
| 1 | | Sprint 1 Planning Notes | | | |
| Action Items | | | | | |
| No. | Item | | | Who | By |
| 1 | Revise High-Level Architecture | | | Salmaan | 19/8/2012 |
| 2 | Finalise low-fi wireframe | | | Ruvindu. Rishav | 19/8/2012 |
| 3 | Finalise Project Board | | | Arsa. Kalana | 19/8/2012 |
| 4 | Finalise SRS | | | Daniel | 19/8/2012 |
| 5 | Record Individual Video | | | All | 20/8/2023 |

**Meeting No: 5.3 [Sprint 2 Planning]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Details | | | | | |
| Date | | | 18/8/2023 | | |
| Venue | | | Teams | | |
| Attendees | | | Ruvindu. Salmaan. Daniel. | | |
| Apologies | | | Arsa. Kalana. Rishav | | |
| Information / Decisions / Agenda | | | | | |
| No. | | Item | | | |
| 1 | | Sprint 2 Planning | | | |
| Action Items | | | | | |
| No. | Item | | | Who | By |
| 1 | Revise High-Level Architecture | | | Salmaan | 19/8/2012 |
| 2 | Finalise low-fi wireframe | | | Ruvindu. Rishav | 19/8/2012 |
| 3 | Finalise Project Board | | | Arsa. Kalana | 19/8/2012 |
| 4 | Finalise SRS | | | Daniel | 19/8/2012 |

**Meeting No: 5.4 [Sprint 0 Retro]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Details | | | | | |
| Date | | | 20/8/2023 | | |
| Venue | | | Discord | | |
| Attendees | | | Ruvindu. Rishav. Salmaan. Daniel. Arsa. Kalana | | |
| Apologies | | | N/A | | |
| Information / Decisions / Agenda | | | | | |
| No. | | Item | | | |
| 1 | | Sprint 0 Retro | | | |
| 2 | | Final Check. Submitting Assignment | | | |
| Action Items | | | | | |
| No. | Item | | | Who | By |
| 1 | Read Milestone 2 Specs | | | All | 21/8/2023 |