Meeting Minutes Records for Team Baldwin

Week 2

**Meeting 1**

Date: 10/8/2021

Time: 13:50 to 15:40

Goal: The goal of this meeting is to prepare for interview questions and later development collaboration

Points discussed:

* Set up Slack channel and adjust channels
* Create GitHub repositories and grant access to the team and supervisor
* Brainstorm interview questions and roles that need during development
* Set up Trello for later task management

**Meeting 2**

Date: 12/8/2021

Time: 13:00 to 14:00

Goal: The goal of this meeting is to communicate with the client about the specifics of this project.

Points discussed:

* Background of the project
* Main functionalities of the project, and it's epic
* Privacy requirements regarding the users
* Ideal design (UI) styles for the application

Week 3

Date: 17/8/2021

Time: 13:30 to 15:30

Goal: The goal of this meeting is to set up an initial workflow of the application, confirming basic pages and functionalities so that scrum master can plan the sprint 1 tasks.

Points discussed (public):

* Confirmed the role for each team member (frontend, backend, product owner, scrum master, UI design)
* Explored the development tools and template
* Confirmed communication tools and a fixed meeting time for every week

Breakout room frontend:

* Roughly decided how many webpages do we need to implement.
* The basic design and theme for our website
* Using Vue template or react template to implement

Breakout room backend:

* Decide using express as the backend template.
* Establish the MongoDB

Week 4

Date: 24/8/2021

Time: 12:45 to 13:30

Goal: The goal of this meeting is to formally assign works and work on tasks in breakout rooms

Points discussed (public):

* Assign tasks
* Requirements summarised in the form of elicitation and motivational model

Breakout room frontend:

* Make decision on the tool to draw UI (Adobe XD or Sketch)
* Distribute the workload (for sprint 1)
* Start to draw UI using Adobe XD

Breakout room backend:

* Discuss what information should store into MongoDB
* Design the model of staff information
* Design the search engine

Week 5

Date: 31/8/2021

Time: 13:00 to 14:45

Goal: The goal of this meeting is to evaluate the work that have been done, implementing peer reviews and head towards future tasks in sprint 1

Points discussed:

Breakout room frontend:

* Evaluate on our current progress
* Offer suggestions for each other’s web pages
* Modified our code to achieve a more desirable effect on the appearance of the web page

Breakout room backend:

* Evaluate the registration functionality
* Evaluate the search engine
* Discuss how to implement the login authentication