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:

* How many webpages do we need to implement roughly
* 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 informations 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