# Product Backlog Meeting

**Date /** October 16, 2017

**Time /** 10:00am – 10:40pm

**Location /** Teardown Lab – B213

**Subject /** Meeting to discuss the product backlog

## Meeting Parties

* Project Manager
* Team 2
* Alain Beauparlant
* Allan McDonald

## Attendees

* Andrew Ha
* Cody Berube
* Louis Thibodeau
* Max Haley
* Philip Dumaresq
* Allan McDonald
* Alain Beauparlant

## Invited, but Didn’t Show

* Brae Walker

## Items Discussed

### Beginning of Meeting

* Went over agenda
* Recap from last meeting
  + During the last meeting we went over the requirements gathered
  + We had decided to go with a thin and deep approach, so we will be developing specific functionality rather than having a broad shell of the system.

### What we worked on in-between meetings

* We talked about creating the product backlog which is comprised of work items which represent all of the work we need to do for the system.
* We decided to separate the work into 2 releases.
  + 1st release will be in December
  + 2nd release will be at the end of April
* The first release will focus on the functionality to fill out a self-assessment

### Going Through the 1st Release

* We explained what the acceptance criteria was
* We went through each work item and made sure Alain approved of the acceptance criteria and order of the tasks.

The following sections will represent the work items discussed and the feedback gotten on each of them

#### Candidate Create Account

* We discussed that there should only be 1 account per person.
* We discussed that the system will have to make sure that the user is who they claim they are. (i.e. a verification email, captcha, etc.)

#### Candidate Retrieve Account

* Was approved no changes were mentioned

#### Candidate Choose Program

* They should be able to do only gen-eds.
* Once they fill out their competencies, there will be a box at the bottom of each specific competency which is optional. It is optional unless the candidate specifies that they can somewhat meet the competency or better in which case they then they need to provide an example.

#### Upload Documents

* Candidate may be require to re-upload documents as the process progresses.
  + The candidate may not have provided a resume that is detailed enough, not signed, etc.
* The candidate will be allowed to submit many documents
* The documents will be uploaded under the same field, no specific field for resume, etc.
* Richard asks Alain, what should be done about how we were to track the documents. However Alain says that it will never be an issue in this case
* Allan mentioned that we need to be specific about our formats when uploading documents.
  + We need to come up with a set of file types that will be supported
* We need to allow the candidate to delete documents

#### Submit Request

* Allan asked if the RAC has to be completely filled out before being submitted.

#### Other Comments

* RAC Advisor cannot change the answers that the candidate inputted (Against the law).
* Cannot change personal contact information.
* The only change is that might happen is after the Content Specialist has reviewed.
  + RAC Advisor usually passes through after the specialist has finished.

## Actions

|  |  |  |
| --- | --- | --- |
| Action | Person Responsible | Due Date |
| Upload meeting minute document to google drive | Philip | October 16, 2017 @ 11:00am |
| Write up meeting minutes | Cody | October 16, 2017 @ 11:55pm |
| Submit meeting minutes | Cody | October 16, 2017 @ 11:55pm |
| Make list of supported file types | All | October 20, 2017 @ 12:00pm |
| Update Product Backlog Items | Andrew | October 19, 2017 @ 11:00am |
| Re-prioritize Product Backlog Items | Cody | October 19, 2017 @ 11:00am |

## Decisions

* We decided that items 13-17 will be of lower priority
* We decided that the candidate will be able to upload many documents all in one place.
* The candidate should have filled out all the competencies before submitting.
* The following items were pushed to the may release:
  + Update/Delete Account
  + View uncompleted RAC
  + View previous RAC
  + Captivating look and feel
* View RAC Request will be implemented in the December release

## Follow Up

* Sprint planning will begin soon in which we will select a few work items and take 2 weeks to develop it. At the end of the sprint, we will meet with Alain and demo the progress that we have made. Richard will be in charge of setting up this meeting.

Approved By

Brae Walker, Philip Dumaresq, Max Haley, Andrew Ha, Louis Thibodeau,