

Notes & Minutes

21 Feb 2023
16:45 - 17:45

Meeting Plan

What was covered

1. **Check in**
 - 1.1. - no minutes -
2. **Quick recap of work completed**
 - 2.1. Briefly and generally talked about what we did together prior to the TA meeting
3. **Discussed opening questions**
 - 3.1. notes: see **Questions & Answers**
4. **Discussed Code of Conduct**
 - 4.1. - no minutes -
5. **Discussed Role Switching**
 - 5.1. The plan to use our created timetable for when each person will take the Chairperson and Minutetaker roles was accepted by the team
6. **Finalized Code of Conduct**
 - 6.1. The Code of Conduct was accepted by the team
7. **Discussed questions regarding the Backlog**
 - 7.1. notes: see **Questions & Answers**
8. **Discussed the state of the Backlog**
 - 8.1. After adjustment the current state of the backlog was accepted
9. **Task split**
 - 9.1. Tasks that are to-be-done were briefly shown to the TA, see **Work Items**
10. **Closing questions**
 - 10.1. No additional questions were asked
11. **Meeting conclusion**
 - 11.1. - no minutes -

Questions & Answers

The answers for some of the questions
from this meeting

- Q:** When do we get access to the GitLab team project?
A: Not yet known.
- Q:** Is it enough that we have user stories in our backlog, from the perspective of the user?
Should it be more/less technical?
A: It's fine as it is now, more granular/in-depth tasks we will create in GitLab.

Q: Should we follow week-long rotations of the Chairperson and Minutetaker?

A: Yes, it is fine.

Q: What are the requirements for the split between Should Have and Could Have?

A: The 'Should Haves' must not be dependent on the 'Could Haves'.

Additional Notes

Some more notes from the meeting,
some of which are from conversation with our TA

- The backlog that we have created will be part of our grade; However, for the actual implementation part of the project, we will be given another backlog that we must actually implement
- Stand-ups are not required to happen every day (partly due to lower work volume) - stand-ups may still happen, just less often; Some stand-ups may happen during the weekly TA Meetings
- Retro is 'Not required' but 'Highly encouraged'; We may have a one-time retro with our TA someday
- We should keep the design of the mockups and the idea for the application's look rather simple, as it is cumbersome to create a complex application frontend with JavaFX
- We may want to look into designating someone to serve a role reminiscent of the Scrum Master, possibly switching it every week or after some other agreed period of time

Work Items

What was completed, what is next to do

Action	Current State (as of document last edited)	Person Responsible	Deadline
Agree on Code of Conduct	Finished ▾	Everyone	Feb 24
Finalize Backlog Draft	Finished ▾	Everyone	Feb 24
Unify the mockup design	To-Do ▾	Fleur Bergman	Feb 24
Add the ability to delete card tags to Backlog	Finished ▾	Horia Radu	Feb 24
Add the ability to modify the cards to Backlog	Finished ▾	Everyone	Feb 24
Add a 'Create Board' mockup	In-Progress ▾	Karol Sparczyński	Feb 24