Project Guidelines Meeting |Minutes

## Meeting date | time July 26th, 2018 | 12:00pm | Meeting location QUT V Block (Library)

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| |  |  | | --- | --- | | Meeting called by | Group | | Type of meeting | Project Discussion | | Facilitator | Group | | Note taker | Matthew Blundell | | Timekeeper | Group | | Matthew Blundell  Luke Daniels  Jacob Coorey  Mohammed Osman |

# Agenda topics

## Time allotted | 40 minutes | Agenda topic Project Discussion | Presenter Group

As a group we ran through the documentation of the Car Rental Project and highlighted important areas and features we must implement in the web application

Allow each member of the group to input ideas on how we were going to approach the project and how we will ensure that each task is getting done within a reasonable time frame.

From this we also discussed potential features that we wanted in our final Car Rental web application, but each member of the group will go away from the meeting and create a list of features that they think need to be in the final application which will be discussed next meeting

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| Meeting Items | Person responsible | Item Started or Due |
| Discuss the Project Guidelines as a Group | Group | 26/07/2018 | 12:30pm |
| Ask group to contribute project features for next meeting | Group | 31/07/2018 | 6:00pm |

Project Potential Features |Minutes

## Meeting date | time July 31st, 2018 | 5:00pm | Meeting location QUT P Block

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| |  |  | | --- | --- | | Meeting called by | Group | | Type of meeting | Project Discussion | | Facilitator | Group | | Note taker | Matthew Blundell | | Timekeeper | Group | | Matthew Blundell  Luke Daniels  Jacob Coorey  Mohammed Osman  Thomas Walker |

# Agenda topics

## Time allotted | 1 hour | Agenda topic Product Features | Presenter Group

At the start of the meeting each member of the group will supply the group with a set of product features that they have come up with for the potential project.

From here we will grab everyone’s product features and insert them into an early rough product backlog for our Car Rental Project

As a group we will then discuss what the most important features are out of the group’s given feature list and make an updated product backlog

From here each member of the group will be allocated certain features in the product backlog to expand on and make more in depth which will be due in the next group meeting

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| Meeting Items | Person responsible | Item Started or Due |
| Each Group Member Shares Their Feature Ideas | Group | 31/07/2018 | 5:00pm |
| Grab All features put them into a Google document | Group | 31/07/2018 | 5:15pm |
| Discuss as a Group which features are most important | Group | 31/07/2018 | 5:30pm |
| Each member of the group assigned features to expand on | Group | 02/08/2018 | 12:30pm |

Project Product Backlog |Minutes

## Meeting date | time August 2nd, 2018 | 12:15pm | Meeting location QUT V Block (Library)

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| |  |  | | --- | --- | | Meeting called by | Group | | Type of meeting | Project Discussion | | Facilitator | Group | | Note taker | Matthew Blundell | | Timekeeper | Group | | Matthew Blundell  Luke Daniels  Jacob Coorey  Mohammed Osman  Thomas Walker |

# Agenda topics

## Time allotted | 45 minutes | Agenda topic Product Backlog | Presenter Group

As a group we will discuss individually everyone’s updated features list for features they want to see in the projects final product backlog.

Once everyone has given their features we as a group will discuss which features will work best in the web application that we are trying to make, and which features will not be as important to the final product.

After this we will split up all of our product features into two product backlog’s one for the Front-End Features and one for the Back-End Features.

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| Meeting Items | Person responsible | Item Started or Due |
| Each Group Member Shares Their Updated Features | Group | 02/08/2018 | 12:20pm |
| Discuss as a group which features will work best | Group | 02/08/2018 | 12:40pm |
| Split Features into Front End and Back End Features | Group | 02/08/2018 | 1:00pm |

Finalizing and Finishing Backlog|Minutes

## Meeting date | time August 7th, 2018 | 6:00pm | Meeting location QUT P Block (P506A)

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| |  |  | | --- | --- | | Meeting called by | Group | | Type of meeting | Project Discussion | | Facilitator | Group | | Note taker | Matthew Blundell | | Timekeeper | Group | | Matthew Blundell  Luke Daniels  Jacob Coorey  Mohammed Osman  Thomas Walker |

# Agenda topics

## Time allotted | 1 hour | Agenda topic Product Backlog | Presenter Group

At the start of the meeting we will talk about what each member of the group have completed since we had the meeting the previous Thursday and see how the project is progressing and if we need to make any changes.

From here we will spend some time finalizing the product backlog, so we make sure that all the features that are in it work well and provide value for the overall finished product of the Car Rental Web Application.

Here we will quickly create a GitHub account, so it will be easier for our group to share code and other project documents in the project management lifecycle even when not in meetings.

Finally, we will split the final features up between all the group members to go away and start creating user stories for them.

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| Meeting Items | Person responsible | Item Started or Due |
| Discuss where each member has worked on | Group | 02/08/2018 | 6:00pm |
| Finalize the product backlog | Group | 02/08/2018 | 6:10pm |
| Make a GitHub account and share with group | Matthew Blundell | 02/08/2018 | 6:45pm |
| Split Feature to Member to make User Stories | Group | 11/08/2018 | 11:59pm |

Project Group Update |Minutes

## Meeting date | time August 11th, 2018 | 3:00pm | Meeting location Online Meeting

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| |  |  | | --- | --- | | Meeting called by | Group | | Type of meeting | Project Discussion | | Facilitator | Group | | Note taker | Matthew Blundell | | Timekeeper | Group | | Matthew Blundell  Luke Daniels  Jacob Coorey  Mohammed Osman  Thomas Walker |

# Agenda topics

## Time allotted | 20 minutes | Agenda topic Group Update | Presenter Group

We held this meaning to just have a group update and to just discuss how the user stories were going and to make sure that we were all on track. This was a quick online meeting held on a Saturday because we were unable to meet as a team on our usual Thursday in person meetings this week

Finish the meeting off by making sure group members brought all there completed user stories to the next team meeting which would be the Tuesday.

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| Meeting Items | Person responsible | Item Started or Due |
| Check how the group were going with the user stories | Group | 11/08/2018 | 3:00pm |
| Have the group bring in there completed user stories next  meeting | Group | 14/08/2018 | 3:10pm |

Release and Sprint Planning |Minutes

## Meeting date | time August 14th, 2018 | 6:00pm | Meeting location QUT P Block (P506A)

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| |  |  | | --- | --- | | Meeting called by | Group | | Type of meeting | Project Discussion | | Facilitator | Group | | Note taker | Matthew Blundell | | Timekeeper | Group | | Matthew Blundell  Luke Daniels  Jacob Coorey  Mohammed Osman  Thomas Walker |

# Agenda topics

## Time allotted | 1 hour 20 minutes | Agenda topic Release and Sprint Plans | Presenter Group

First on the agenda for this meeting was to talk through all the user stories and edit user stories as needed. So that all the group members were happy with the final user stories that we would use in our project.

Next off we will look through the release and sprint planning document and talk about what features we want to implement for the release of our project.

From here we will assign sections of the release to each member of the team, so they can start working on the release plan.

Finally, we will discuss the feature priority in according to sprint planning that we want for our sprint planning and as well as this to remind group members to show their release planning work at the next group meeting on Thursday.

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| Meeting Items | Person responsible | Item Started or Due |
| Talk through all the user stories from the team members | Group | 14/08/2018 | 6:00pm |
| Look through Release and Sprint Planning Document | Group | 14/08/2018 | 6:20pm |
| Talk about what Features we want in our release | Group | 14/08/2018 | 6:30pm |
| Assigning sections of Release to members of team | Group | 14/08/2018 | 6:50pm |
| Discussing of Feature priority for sprint planning | Group | 14/08/2018 | 7:00pm |
| Telling group members to see draft work of release plan  On Thursday meeting | Group | 16/08/2018 | 12:00pm |

Project Release Planning |Minutes

## Meeting date | time August 16th, 2018 | 12:00pm | Meeting location QUT V Block (Library)

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| |  |  | | --- | --- | | Meeting called by | Group | | Type of meeting | Project Discussion | | Facilitator | Group | | Note taker | Matthew Blundell | | Timekeeper | Group | | Matthew Blundell  Luke Daniels  Jacob Coorey  Mohammed Osman  Thomas Walker |

# Agenda topics

## Time allotted | 1 hour 20 minutes | Agenda topic Release Planning | Presenter Group

To start off our meeting we will check the release planning parts that every group member had completed earlier through the week. After looking through these parts as a group and a whole we will have a group discussion about them

From here we will merge everyone’s work together and then as a group will edit the release plan, so it makes sense to us as a group and to also make sure we will provide maximum value from that release with the features we want to implement

From there we will have a group discussion on how we want to make the sprints work and how we will like to operate in our sprints to produce efficient yet high quality product while releasing all the features that we desire in our final release.

Finally, we will assign sprint planning parts to each group member to collaborate on which will be wanted to be seen on a online meeting we will have on Sunday afternoon.

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| Meeting Items | Person responsible | Item Started or Due |
| As a group we check the release plan parts that every  Group member had completed | Group | 16/08/2018 | 12:00pm |
| We edit parts of the release plan as a group, so it makes  Sense to us as a group | Group | 16/08/2018 | 12:30pm |
| Talk about how we want the sprints to work as a team | Group | 16/08/2018 | 1:00pm |
| Assign sprint planning parts to each group member to  Collaborate on | Group | 19/08/2018 | 2:00pm |

Sprint Planning Update|Minutes

## Meeting date | time August 19th, 2018 | 2:00pm | Meeting location Online Meeting

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| |  |  | | --- | --- | | Meeting called by | Group | | Type of meeting | Project Discussion | | Facilitator | Group | | Note taker | Matthew Blundell | | Timekeeper | Group | | Matthew Blundell  Luke Daniels  Jacob Coorey  Mohammed Osman  Thomas Walker |

# Agenda topics

## Time allotted | 50 minutes | Agenda topic Sprint Planning Update | Presenter Group

The first objective that will be completed in this meeting is to check the progress of the sprint planning from each member of the group. This will then be discussed among the group about areas that could be changed to make it more realistic to our capabilities.

After this we will edit the sprint planning parts that have been completed as a group in the google document to make sure that we are all on the same page as a team and fix any issues that we see arise when working through to complete our final sprint plan.

Finally, we will make sure all other sections of the sprint planning document are done by our next meeting which will be on Tuesday.

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| Meeting Items | Person responsible | Item Started or Due |
| Check the sprint planning progress on each member | Group | 19/08/2018 | 2:00pm |
| Edit the sprint planning parts that have been completed  As a group in the google doc | Group | 19/08/2018 | 2:20pm |
| Make sure all other section of the sprint planning is done  By Tuesday meeting | Group | 21/08/2018 | 2:45pm |

Finish Release and Sprint Plan |Minutes

## Meeting date | time August 21st, 2018 | 6:00pm | Meeting location QUT P Block (P506A)

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| |  |  | | --- | --- | | Meeting called by | Group | | Type of meeting | Project Discussion | | Facilitator | Group | | Note taker | Matthew Blundell | | Timekeeper | Group | | Matthew Blundell  Luke Daniels  Jacob Coorey  Mohammed Osman  Thomas Walker |

# Agenda topics

## Time allotted | 1 hour 10 minutes | Agenda topic Finish Planning Documentation | Presenter Group

The first topic that will be covered in this meeting will be to check all the finalized sprint planning parts as a group to make sure that it is all realistically feasible for our group to implement and manage.

Next, we will put all finalized parts into the planning document and edit this as a group so that we all come to a consensus of a well-planned and realistic release and sprint schedule.

We will then do a final read through the whole document as a group to make sure it makes sense and we are happy with it from a project group’s and project management perspective.

We will then submit the final release and sprint plan documentation.

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| Meeting Items | Person responsible | Item Started or Due |
| Check all the finalized sprint planning parts as a group | Group | 21/08/2018 | 6:00pm |
| Put all finalized parts into the planning document and  Edit as a group | Group | 21/08/2018 | 6:20pm |
| Read through the planning document as a group | Group | 21/08/2018 | 6:50pm |
| Submit Final Planning Documentation | Luke Daniels | 21/08/2018 | 7:10pm |

Project Sprint Plan|Minutes

## Meeting date | time August 23rd, 2018 | 12:00pm | Meeting location QUT V Block (Library)

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| |  |  | | --- | --- | | Meeting called by | Group | | Type of meeting | Project Discussion | | Facilitator | Group | | Note taker | Matthew Blundell | | Timekeeper | Group | | Matthew Blundell  Luke Daniels  Jacob Coorey  Mohammed Osman  Thomas Walker |

# Agenda topics

## Time allotted | 20 minutes | Agenda topic Sprint Plan | Presenter Group

The first topic that will be covered in this meeting will be a discussion of all team members about how we plan to attack the sprint and make sure that everyone will get their tasks done on time.

Finally, we will start assigning tasks for each member of the group to complete by the next meeting which will be held on the Tuesday.

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| Meeting Items | Person responsible | Item Started or Due |
| The group will discuss how we will attack the sprint | Group | 23/08/2018 | 12:00pm |
| Start assigning tasks for each member of the group  To complete by the next meeting | Group | 23/08/2018 | 12:20pm |

Project Sprint 1 Update |Minutes

## Meeting date | time August 28th, 2018 | 5:00pm | Meeting location QUT P Block

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# Agenda topics

## Time allotted | 45 minutes | Agenda topic Sprint 1 Update | Presenter Group

The first topic that will be covered in this meeting will be checking the progress of tasks that group members were working on and provide help to group if they are having troubles in specific areas or tasks.

We will then discuss as a group what features we want mostly done if not completely done by the next meeting we will have which will be held next Tuesday.

Finally, we will then make sure that all group members know that the features we decide are really important are done by our next meeting.

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| Meeting Items | Person responsible | Item Started or Due |
| Check on the progress of tasks that group members are  Working on | Group | 28/08/2018 | 5:00pm |
| Look at what features we want mostly done by next Tuesday | Group | 28/08/2018 | 5:20pm |
| Make sure features we decide are important are mostly  Completed by next meeting | Group | 28/08/2018 | 5:35pm |

Project Sprint 1 Task and Feature Check |Minutes

## Meeting date | time September 4th, 2018 | 6:00pm | Meeting location QUT P Block (P506A)

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| |  |  | | --- | --- | | Meeting called by | Group | | Type of meeting | Project Discussion | | Facilitator | Group | | Note taker | Matthew Blundell | | Timekeeper | Group | | Matthew Blundell  Luke Daniels  Jacob Coorey  Mohammed Osman  Thomas Walker |

# Agenda topics

## Time allotted | 1 hour | Agenda topic Task and Feature Update | Presenter Group

The first topic that will be covered in this meeting is to check the re-implemented database and home page features as a group and see how the operate, look and feel.

We will then discuss any changes that could be made to these features to make them more efficient, easy to use and ultimately drive more value to our Car Rental Web Application.

We will then assign more tasks to each member of the group and should show progress at our next meeting and keep the group informed of any problems that may arise

Finally, if there are any changes that need to happen to the database or home page features these are to be completed by our next meeting.

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| Meeting Items | Person responsible | Item Started or Due |
| Check re-implemented database and home page features  As a group | Group | 04/09/2018 | 6:00pm |
| Discuss any changes that could be made to these features | Group | 04/09/2018 | 6:25pm |
| Assign more tasks to members of the group | Group | 04/09/2018 | 6:50pm |
| Make changes to features by next meeting if necessary | Group | 06/09/2018 | 12:00pm |

Project Sprint 1 Update |Minutes

## Meeting date | time September 6th, 2018 | 12:00pm | Meeting location QUT V Block (Library)

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| |  |  | | --- | --- | | Meeting called by | Group | | Type of meeting | Project Discussion | | Facilitator | Group | | Note taker | Matthew Blundell | | Timekeeper | Group | | Matthew Blundell  Luke Daniels  Jacob Coorey  Mohammed Osman  Thomas Walker |

# Agenda topics

## Time allotted | 1 hour | Agenda topic Sprint 1 Update | Presenter Group

The first topic that will be covered in this meeting is to check how every member of the team is progressing with the tasks in the sprint and to talk over any potential issues that the group members are having.

Make sure home page and database are finalized. These should be done and tested to make sure all the features meet the acceptance criteria that we had originally gave them

Let the client do the testing of both of the features to make sure they comply with all the acceptance criteria.

Let all members of the group know that all UI design and prototypes are to be completed by the next meeting, so we can then start the coding.

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| Meeting Items | Person responsible | Item Started or Due |
| Get updates on the members of the group to check  Status of the sprint | Group | 06/09/2018 | 12:00pm |
| Homepage and Database are Finalized | Group | 06/09/2018 | 12:30pm |
| Client check features with acceptance criteria | Group | 06/09/2018 | 12:50pm |
| Have all UI and Prototypes completed by next  meeting | Group | 13/09/2018 | 12:00pm |

Project Sprint 1 Update & Sprint 2 Planning |Minutes

## Meeting date | time September 13th, 2018 | 12:00pm | Meeting location QUT P Block

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| |  |  | | --- | --- | | Meeting called by | Group | | Type of meeting | Project Discussion | | Facilitator | Group | | Note taker | Matthew Blundell | | Timekeeper | Group | | Matthew Blundell  Luke Daniels  Jacob Coorey  Mohammed Osman  Thomas Walker |

# Agenda topics

## Time allotted | 1 hour 20 minutes | Agenda topic Sprint 1 Update & Sprint 2 Planning | Presenter Group

The first topic that will be covered in this meeting is to check that all of the UI and Prototyping for the page designs have been completed and all stay with the theme of the home page.

The client will then talk to the team about what he wants to see implemented in the second sprint. Here he will discuss all the features that need to be implemented and some that need to be updated slightly.

Then as a team we will discuss how we think the best way to efficiently do the tasks are and how we will get the most quality for our end product.

For the next meeting developer team must bring in tasks they think will potentially be used once the second sprint starts. Also start coding the pages that they had done UI for

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| Meeting Items | Person responsible | Item Started or Due |
| Check UI and Prototypes of all pages of the  Application | Group | 13/09/2018 | 12:00pm |
| Client talks to team about features he wants implemented  In the second sprint | Group | 13/09/2018 | 12:30pm |
| Discuss as a team how we will do these tasks effectively | Group | 13/09/2018 | 12:50pm |
| Come up with lists of tasks and have the code for the  Pages done by the next meeting | Group | 18/09/2018 | 6:00pm |