10 Meeting

Communication for this project will be done primarily through Slack, with meetings through Zoom for important aspects of the project design and implementation that affect the team or project as a whole or otherwise require every member team to be present.

Table of Contents

10.1 Meeting Notes for Project Team

Meeting Notes for 1st, April(Workshop Stand-up Meeting)

Date:

2021-4-1

Agenda:

- Review the documents
- Feedback on sprint 0
- Client meeting content ensurance

Attendees:

- Boyang Sun
- Sai Zhang
- Ruofan Zhang
- Yuhang Xie
- Jingyu Li
- Jinzhe Shan
- Pin Wang
- Sarah Sultan
- Chongjing Zhang
- Haoyu Qin
- Zixin Ye
- Fengrui Zhang
- Zisheng Cheng

What to do next:

- **Testing:** Follow some security instructions to meet the security test Haoyu Qin
- **Data Sample:** JSON formate in an API level for each API Yuhang Xie
- Expected Functionalities and newest prototypes following up Zixin Ye and Sai Zhang Jingyu LI
- Confirm everything which should be completed in sprint 1 in next workshop. Sai Zhang
- Follow up detail instructions things Pin Wang Jinzhe Shan
- Completed Sprint 0 documentation (team member's modification record) Sarah Sultan A AL YAHYA
- Add one more column to show the risk was found in which sprint Jingdan Cui

Meeting Notes for 6th, April

Date:

2021-4-6

Agenda:

- Identify every task and allocate them for sprint 1
- Check last to-do list: Meeting Notes for 1st, April(Workshop Stand-up Meeting)
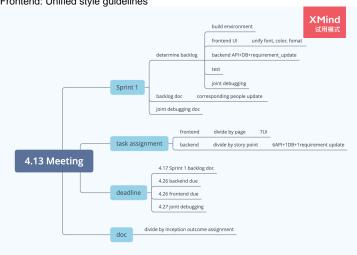
Meeting Notes for 13th April

Date:

2021-4-13

Agenda:

1. Review sprint 0
2. Required document updates are assigned as in the previous Sprint 0
3. BackendAssign 6 people to API, 1 people to database, 1 people to update original requirements
4. Deployment
5. Unified Testing 4.27 due
6. Complete Backlog -> 4.17 due
7. FrontendComplete all UI
8. Trello maintained
9. Backend development testing guidelines Boyang Sun
10. Frontend and backend coordinated documentation 4.17 Pin Wang Boyang Sun
11. Frontend: Unified style guidelines

12.

What to do next:

- **Backend:**
    - Complete backlog
    - Pick your next tasks

- **Frontend:**
    - Review previous code
    - Learn react
    - Prepare unified style guideline

- **Meeting Recording:**
    - The password for these recordings is **98BmEh2@iye+**

Shared Screen With Speaker View (Video) (17.2 MB)
https://cloudstor.aarnet.edu.au/plus/s/ThuIJB2ZEvDucjl

Meeting Notes for 15th April

Date:

2021-4-15

What to do next:

- **All:** Complete Peer Review
- **Frontend team:**

1. Lack of Spring 1 task detail on Trello
2. Try to build something and show it at the next workshop
3. Create the mock-up data for showing demonstration
4. Provide protocol data to the Backend team

- **Backend team:**

1. Fix the problem during the deployment as soon as possible
2. The content on Trello should be more specific:
   a. Clarify how long each small task will take
   b. Record all the risks that occur in each task

Meeting Notes for 23rd March

Date:

2021-3-23

Attendees:

- Boyang Sun
- Sai Zhang
- Ruofan Zhang
- Yuhang Xie
- Jingyu Li
- Pin Wang
- Sarah Sultan
- Chongjing Zhang
- Haoyu Qin
- Zixin Ye
- Fengrui Zhang
- Zisheng Cheng

Discussion Items:

- **Self-introduction for all members**
- **Project Owner and Teamleader**
    - Sai Zhang - Project Owner
    - Ruofan Zhang - Frontend Team Leader
    - Boyang Sun - Backend Team Leader

What to do next:

1. When2Meet Again to a weekly meeting

    a. Immediately
2. Task Assign (Ask Tutor about our currently Assignment)

    a. 25th Workshop
3. Prototype**(DDL 29th, March)**

    a. Sai Zhang
    b. Yuhang Xie
    c. Jingyu Li
4. Inception Checklist**(DDL 28th, March)**

    a. Repository in Github

        i. Boyang Sun(B) - done;URL:https://github.com/pete965/COMP90082_Software_Project_Database_Backend
        ii. Ruofan Zhang(F)
    b. Confluence and Trello Documentation

        i. Zixin Ye(F)
        ii. Zhang Fengrui(F)
        iii. Yuhang Xie(F)
        iv. Boyang Sun(B)
        v. Jinzhe Shan(B)
        vi. Haoyu Qin(B)
        vii. Jingdan Cui (B)
    c. Architectural Design

        i. Back-End

            i. Fu Xie
            ii. Boyang Sun
5. Instructions for deploying front-end and back-end project(**DDL 2nd, April**)

    a. Back-end: Pin Wang&Zisheng Cheng - done; see README in git
    b. Front-end: Ruofan Zhang

Meeting Notes for 28th, March

Date:

2021-3-28

Agenda:

1. Review the confluence documentation - done
2. Further workload allocation
   a. Documentation - Allocation via Slack to other teammates
   b. Inception OutcomeInception Outcome
   c. Trello
3. Check last meeting's todos: Meeting Notes for 23rd March
4. Others
   a. Task CHECKLIST content - Jingdan Cui
   b. WhenToMeet time zone issue - Boyang Sun - **done**
   c. Next sprint task allocation - next Weekly Meeting - Boyang Sun

What to do next:

1. Decide the content which should be added or edited
   a. allocate the roles in the next weekly meeting: 8.1.3 Sprint 0: Roles and Responsibilities

Meeting Notes for 30th, March

Date:

2021-3-30

Agenda:

1. Allocate the roles in the next weekly meeting: Roles and responsibilities
2. Next sprint task allocation
   a. Front-end -
3. Inception Outcome Preparation: Materials and Workload Allocation
4. Trello management to keep track of moving tasks - Team Leaders Take charge of it
5. Sync the prototype and back-end architecture

Attendees:

- Boyang Sun
- Sai Zhang
- Ruofan Zhang
- Yuhang Xie
- Jingyu Li
- Pin Wang
- Sarah Sultan
- Chongjing Zhang
- Haoyu Qin
- Zixin Ye
- Fengrui Zhang
- Zisheng Cheng

What to do next:

- Jingdan Cui
  - ceremonys
  - roles
- Boyang Sun
  - Meeting part of the document
- Sarah Sultan A AL YAHYA
  - Clarify the inception outcome submission

10.2 Meeting with Clients

Email Communication about Login/Register System

The University o...n approaches.pdf

Meeting with client #1

Date:

2021-3-11

Time:

14:15 - 15:30

Attendees:

- Front-end team
- Back-end team
- Jirat
- Patanamoon

Discussion Items:

No.	Content
1	Client raised a question that the whole team needs to decide whether to redesign/redo the previous project or continuously develop the previous project.
2	Client mentioned that the Login/Sign Up function is already done by the previous team.
3	A tool called understand tool/sci tool (Product Quality) will be used to analyse the source code and metrics will be given from it.
4	The process part focuses more on the activities.
5	For the communication part, the client wanted to focus on the comments section on JIRA and wanted to see how often the meeting would be held through the meeting minutes on Confluence. (The content on Slack is not necessary to be collected if we do not have enough time.)
6	For the overview page, the client wanted to get all the team members' names and their email addresses.
7	The individual section should show the contribution of each team member.
8	The client showed how to collect the data from JIRA/Confluence.
9	This web application will be coordinator-only.
10	The data should not be re-collected every time when the user login to the website. And should be stored in some databases. (Update the data every week or every day)
11	For the UI style, it is good to use the Unimelb layout.

Meeting with Client #2

Date:

2021-3-30

Time:

14:15 - 15:30

Attendees:

- Front-end team
- Back-end team
- Jirat
- Patanamoon

Discussion Items:

- **Back-end**

1. configure need to be in project detail
2. no need for login or SSO
3. project schema's team id issue
4. process diagram need to be consistent with front end prototype
5. in communication diagramExternal Database should be changed to other databases

- **Front-end**

1. understand data need to be provided based on version
2. To be able to use code analyzing tools, you have to request for educational license here http://162.243.80.242/student/
3. coordinator need to enter 3 URLs, too many
4. import projects in batch
5. project overview page should have a user icon

Meeting Record:

https://cloudstor.aarnet.edu.au/plus/s/kwwnBeCsgVpFRsM

password: **LsS6=^7w1bG7**

Meeting with Client #3

Date:

2021-4-30

Time:

11:00 am - 12:00 pm

Attendees:

- Front-end team
- Back-end team
- Jirat
- Patanamoon

Discussion Items:

- **Back-end**

Discuss some issues of the git part using Email: Issues about Git part COMP90082-2021-SM1-SP.pdf

1. Remove "Git Comment Count"
2. Need to consider the private repo by using the coordinator's account and password to log in
3. Clarify the requirement of "Git Metrics"

- **Front-end**

Meeting Record:

The password for these recordings is **V@D7V76=B@Do**

Shared Screen With Speaker View (Video) (508.6 MB)
https://cloudstor.aarnet.edu.au/plus/s/aSxLP1pZnm7aoll

10.3 Meeting Note for Front-end Team

Front-end Meeting Notes on 19th April

Date:

2021-4-19

Attendees:

- Yuhang Xie
- Fengrui Zhang
- Sai Zhang
- Jingyu LI
- Zixin Ye
- Ruofan Zhang

Discussion Items:

- **Things that everyone needs to notice:**

1. We cannot re-use code generated from Axure. We have to write our own code or re-use codes written by the previous group.
2. When using GitHub, only push the modified files to the main branch instead of pushing the whole project.
3. This website can significantly make your life easier. Please have a check.

- **Some problems that need further discussion:**

1. What properties/functionalities at this website makes Redux useful for our implementation? Do we really need Redux?
    a. *We need Redux because the previous group uses Redux. If we do not want to use Redux, there will be a lot of things to change. For those who are new to React,* Ruofan Zhang *suggests that we start with: class component, state, functional component and props.*
2. Can we use React to interact with the backend? If no, what libraries/languages could we use for interaction with the backend?
    a. *Yes, we can.* This link *includes all functions we need to interact with the backend.*

What to do next:

1. Learn some foundation of React as suggested above.
2. Try to finish all the static pages by April 22nd (This is not a strict deadline. Try to do as more as possible)
3. Find out which components/classes at the website can be re-used by everyone so we can reduce the total workload.(e.g. The vertical navigation bar on the left.) We will discuss your findings at the next meeting.

Front-end Meeting Notes on 26th April

Date:

2021-4-26

Attendees:

- Yuhang Xie
- Fengrui Zhang
- Sai Zhang
- Sarah Sultan A AL YAHYA
- Jingyu LI
- Zixin Ye
- Ruofan Zhang

Discussion Items:

- **UI Checking:**
  - Process Quality & Individual contribution: need to know which state the button group click is on
  - Almost all the pages: the Banner is still hardcoded(2021-SM1-SOFTWARE-PROJECT-DATABASE)
  - Need to know how to get the project name(team name)

What to do next:

- Clarification with the Backend team
- Finish all the API

Front-end Meeting Notes on 28th March -

Date:

2021-3-28

Discussion Items:

1. **Prototype Review**
   a. Homepage/project list:
      i. need an import button on the left toolbar.
      ii. The Pull-down button moves to the outside.
      iii. Search bar.
      iv. Delete button.
   b. Project homepage(Overview): good
   c. Product quality:
      i. Waiting for more information from Understand.
      ii. The Colour needs to be changed.
   d. Process quality:
   e. Communication:
   f. Individual: good:
   g. Configure: good:
2. **Prototype Shared**
   a. able to look and interact

10.4 Meeting Note for Back-end Team

Back-end Meeting Notes 19th April

Date:

2021-4-19

Discussion Items:

- Database Migration Script Pin Wang
- DDLs Boyang Sun

Back-end Meeting Notes 24th April

Date:

2021-4-24

Attendees:

Boyang Sun, Chongjing Zhang, Zisheng Cheng and Jinzhe Shan

Discussion Items:

- Design the DB table structure of Git and edit documents: https://confluence.cis.unimelb.edu.au:8443/display/COMP900822021SM1SP/Database+Design
- Timing task to store data results of Git API into DB
- The API that actually interacts with the front-end directly reads the results of the DB
- After the interface is developed, use postman to do unit test and fill in Acceptance test: https://confluence.cis.unimelb.edu.au:8443/display/COMP900822021SM1SP/Acceptance+Test