Binary Giant

<u>Oversight Meeting 1 Agenda</u>

Date: 20/03/19

Time: 8:00 pm

Agenda items:
1. Clarify what needs to be done for the identification of the candidate architecture.
2. Determine which of the documents will contain the information required for the Proposed Architecture portion of the LCOM.

Action Item:
1.

Notes:

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Oversight Meeting 1 Minutes

Date: 20/03/19

Time: 8:00 pm

Attendees: Jim, Jasmine, Conrad, Michael, Elias

Agenda Items Outcome:

1. Clarified what needs to be done for the candidate architecture, i.e. it should be focused on indirectly through the fleshing out of the functional and non-functional requirements.
2. Determined that the deliverables for the Proposed Architecture segment of the LCOM should be made available in the Vision document and Architectural Notebook, keeping in mind that the document doesn't have to be finalised at the LCOM due date.
3. Went through the first assessment deliverables, reiterating the purpose of the individual blog entries for any inquiries as well as the reporting through the Iteration Plans.
4. Went through the Team Charter to ensure each part was correctly addressed.
5. Discussed the Technical Obstacles present in the Project Proposal, specifying the file type of the exported template as well as the mechanics of it.
6. Went through the specifics of the use cases with regards to needs and features as well as the scope (consisting of functional and non-functional requirements).
7. Extrapolated the criteria behind the analysis of the non-functional requirements, which should be structured in such a way as to include the requirements/outcome and then the specifications detailing how to achieve that outcome through implementation.

Notes on Action Items:

1. The 'Ground Rules' segment of the Team Charter should incorporate a 'Get Help Practice' where any struggling team member is expected to provide notice within 1-2 days of any incomplete work items to avoid any delays or inconveniences. A quantifiable

strike system (or 'Incomplete Notification Protocol') should be implemented upon each failure to adhere to the ground rules:
- Strike # 1: Support and concern for the struggling team member.
- Strike # 2: The team member is warned, and reported to the lecturer.
- Strike # 3: The team member is dismissed from the group.

2. Complete the NFR Analysis as an individual work item.

3. Re-organise and re-allocate the work items amongst the team members and assign appropriate due dates to each.

4. Work items should be approached in such a way as to have 2-3 people responsible for the vision/outcome, where one of these people will also have to fulfil the role of facilitator, rather than assigning one work item per team member.

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<u>Meeting 1 Agenda</u>

Date: 21/03/19

Time: 8:30 pm

Agenda items:
1. Open Iteration plan and trello
2. Discuss iteration plan and trello
3. Discuss overall strategy

Action Item:
1. Start Individual tasks

Notes:

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Meeting 1 Minutes

Date: 21/03/19

Time: 8:30 pm

Attendees: Jasmine, Conrad, Michael, Elias

Agenda Items Outcome:

1. Determined that the Risk List should also take into account potential delays with team members due to challenging work items as well as factoring in the technical competency level (such as Android Studios, Java skills, etc.) of each team member and assessing the extent to which that may hinder the project.
2. Determined that the role of Facilitator will entail making sure the documents are presentable (being in charge of setting it up as well as any necessary formatting) and that it meets the assessment requirements and criteria laid out in the Subject Outline.
3. Determined the provided templates/documents can be adjusted as each team member sees fit; they are to be used as a useful guideline, and not something to be strictly adhered to.
4. Draw.io will be employed for UML diagrams.
5. Decided the work items should be carried out by the assigned team member notifying the rest of the group that they are commencing work on that item, uploading the external document to Google Docs, and then notifying other team members upon completion so that they may examine it and make any necessary changes.
6. Familiarization of the development environment through online tutorials has been included as part of Iteration Plan work items.
7. Decided that hours worked for each item should be logged in 0.5-1 hr blocks in the Iteration Plan's work items table.

Notes on Action Items:

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1. Complete the NFR Analysis as soon as possible to avoid holding up work on other documents that depend on it.
2. Revise NFR guidelines and any assessments from ITC203 featuring NFR Analysis, Use Case & Domain models to assist in completing the relevant work items.
3. Jasmine will complete the NFR Analysis document by Sunday. The rest of the team will then look over the document and make any necessary changes.
4. Conrad will commence work on the Initial Use Case Model and determine which of the documents will be needed in presenting that information.
5. Elias will commence work on the Initial Domain Model and determine which of the documents will be needed in presenting that information.
6. Michael will commence work on Vision document.
7. Each team member will have completed the necessary tutorials required to orientate themselves with Android Studios by the next iteration.

Meeting 2 Agenda

Date: 29/03/19

Time: 9:30 pm

Agenda items:
1. Discuss Progress
2. Discuss Use Case Model
3. Discuss Domain Model
4. Discuss Risk List
5. Discuss Vision Document
6. Discuss Development Environment
7. Discuss next Iteration Plan

Action Item:
1. Reminder Individual blogs need to be done.

Notes:

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<u>Meeting 2 Minutes</u>

Date: 29/03/19

Time: 9:30 pm

Attendees: Jasmine, Conrad, Michael, Elias

Agenda Items Outcome:

1. Discussed Progress, everyone is happy so far
2. Discussed Use Case Model, really good effort on Conrads part, everyone has given good feedback and it is near completion.
3. Discussed Domain Model, Elias has done really well. It highlighted a few areas we hadn't fully considered. Everyone gave good feedback and is near completion.
4. Discussed Risk List. Risk list is still a WIP, Jazzie said she will log some time on it this weekend, as will Michael.
5. Discussed Vision Document. Michael has completed parts that are not completely dependent on other docs in progress. Is near completion and will be completed by Sunday 31.
6. Discussed Development Environment. Going well apart from Michael who has not started. Michael will do it this weekend.
7. Discussed next Iteration Plan. Michael had already outlined it in the trello and when this iteration is complete Michael will complete current iteration doc and fill in next one.

Notes on Action Items:

1. Do the blog!