Course name: CM2020 Agile Software Projects

Tutor group number: T5

Team number:G6

Team meeting date: 21/05/22

Team members present: Jer, Jess, Jason, Brent, Marco delayed by technical difficulties,

Team members absent: N/A

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| **Agenda item/Time** | **Description** | **Discussion** | **Action Points** |
| 1. 8.30-8.40am | Teamwork Rules/Elect Team Leader | Nobody particularly wanted to volunteer, Jess offered to take on the role as she felt that it might be the best contribution she could make as she has less programming experience compared to rest of group  Marco not present but other team members agreed that Jess will take responsibility for organising the Team | Jess to take responsibility for writing up minutes and Team Rules – to be shared via GiTHub and agreed by all team members |
| 1. 8.40-8.50am | Future Meetings/Deadlines – Important Dates/Gantt Chart needed? | Discussion regarding availability – the only time we are all available to meet in person is weekend mornings, we considered trying to collect and compare individual availability but decided instead to stick to agreed meeting slot | Weekly meetings will continue at 8.30 BST every Saturday  If team members cannot attend if possible/necessary they should try to arrange a catch up with Team members in the same time zone |
| 1. 8.50-9.00am | Collaborative Teamworking Methods: Trello/GitHub-version control | Jess set up Trello board and GitHub repo and sent invites, discussion about using Google docs to work collaboratively on the same document – this may be necessary later when we come to work on shared report deliverable but for now we agreed that sharing and editing can be managed via GitHub | All team members have joined Trello board, Marco still to accept invite to collaborate on GitHub |
| 1. 9.00-9.20 | Project Proposals   * Dream App * Organiser App * Solar Panel App | As Jason was not present last week we recapped last week’s discussions regarding an organiser/study/chores completion app for children with a financial incentive, possibly gaming currency – similar apps Flora – a plant only grows if the device is not used for a set period of time, users create gardens of plants they have grown during study – there is an option to commit money which will be lost/donated to conservation charities if the device is used during the study period.  Discussion of how children are motivated by in-app purchases  Jason shared his proposal for a dream recording/analysis app – not a sleep tracker, no specific hardware needed, the app would allow the user to record diet, daily activities, mood etc and possibly identify patterns/correlations between types of dreams  We also briefly discussed Jer’s Solar panel proposal, it was agreed that this was an interesting and potentially unique proposal but we felt that a lot of research would be required/nobody had existing specialist knowledge  We all agreed that we should aim to keep our project manageable and achievable within the timeframe and skillset of the team  Existing skills/languages were discussed, within the team there is considerable development experience, however it was agreed that the project should use technologies covered in previous modules – we agreed that we should aim to develop a browser based HTML/JavaScript web app, but if time allows we might be able to look at producing mobile apps. The focus will be on creating an intuitive, user friendly interface that allows the user to rapidly and efficiently interact with the app.  We briefly discussed back end development language, but agreed that decisions could be made when we had a clearer idea of the requirements of the project.  As the market is already saturated with organiser/study apps, it was agreed that Jason’s dream recording app is something we would like to investigate further. | For manageability our app will Web based, front end will be JavaScript/HTML, a decision will be made later regarding back end technologies  All team members will independently carry out SWOT analysis of dreams app proposal to share with the group before next week  Jason will develop his proposal further to present to the group next week |
| 5. 9.20-9.25 | 3.202 Week 5 Team activity and deliverable: doing prerequisite investigation | As this activity does not directly contribute to the development of our project, it was agreed that this would be completed independently and shared via GiHub | To be completed independently by all team members and shared as a written document |
| 6. 9.25-9.30 | 3.403 Team activity and deliverable: writing research questions | It was agreed that each Teammember will complete this activity this week and share with the team via Github. | All team members to complete activity and share via GitHub  Teammate Review 3.404 also to be completed ASAP |
| 7. 9.30-9.35am | AOB | Marco experienced a series of technical difficulties that prevented him from joining the meeting at the start – he was present for last 15 minutes. | Jess to write up meeting minutes and share with group via GitHub – all team member to access this document, review, edit as required and digitally sign to indicate agreement that this is an accurate account of the meeting |