Smart City  
Team Phoenix - 63

Meeting Minutes Document (Sprint 1 + Sprint 2)

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| Meeting name | Smart City Project Meeting – Week 1 | | |
| Date of meeting | 26 July 2017 | Time | 11am – 1pm |
| Minutes prepared by | Kevin Taing | Location | GP Q-218 |
| 1. Meeting Objective | | | |
| Initial formation of groups | | | |
| 2. Attendees | | | |
| Justin  Jeffrey  Dennis  Andy  Kevin | | | |
| 3. Agenda, notes , decisions and issues | | | |
| * Formed groups for the Smart City project * The team consists of 3 Computer Science (CS) students and 2 Information System (IS) students * CS: Justin, Jeffrey, Dennis * IS: Andy, Kevin * Justin, Jeffrey and Dennis were put in the Development Team, with Jeffrey being the head developer * Andy was assigned the client role, and Kevin was assigned the SCRUM master role (however both would contribute to each role) * Exchanged contact information (Facebook) and time availability * Worked on team agreement during meeting * Dennis created a GIT repository * Kevin responsible for emailing tutor (Jesse) the team agreement, member details and GIT repository link | | | |

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| Meeting name | Smart City Project Meeting – Week 2 | | |
| Date of meeting | 2 August 2017 | Time | 11am – 1pm, 2pm-3pm |
| Minutes prepared by | Kevin Taing | Location | GP Q-218 |
| 1. Meeting Objective | | | |
| Requirements analysis, development of initial user stories | | | |
| 2. Attendees | | | |
| Justin (Development team)  Jeffrey (Head developer)  Dennis (Development team)  Andy (Client)  Kevin (SCRUM master) | | | |
| 3. Agenda, notes , decisions and issues | | | |
| * Paired up to create user stories using the OBAAS example * Noted down recommendations from Jesse (e.g. be specific with user story name) * Team members then worked together on developing user stories for Smart City * Developer features and Client features were created (can be found on GitHub) * This feature list was placed in Google Drive for collaboration between teams * Development team learned Django Web Framework | | | |

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| Meeting name | Smart City Project Meeting – Week 3 | | |
| Date of meeting | 9 August 2017 | Time | 11am – 1pm, 3pm-4pm |
| Minutes prepared by | Kevin Taing | Location |  |
| 1. Meeting Objective | | | |
| Refinement of user stories, begin estimation of user stories | | | |
| 2. Attendees | | | |
| Justin (Development team)  Jeffrey (Head developer)  Dennis (Development team)  Andy (Client)  Kevin (SCRUM master) | | | |
| 3. Agenda, notes , decisions and issues | | | |
| * Discussed current progress of user stories with team * Practiced using the MoSCoW prioritisation – using the poker method * Team began prioritising Smart City user stories using MoSCoW * Using a two to two pair, the client and development team member helped create acceptance criteria for the M stories * Used poker method to estimate story points – had some difficulty reaching consensus, so had to use monitor to explain how many hours is exactly in 1 story point (e.g. 2 hrs x 5 members = 10 hours) * The team decided to use a majority rules voting system * Feedback from Jesse after meeting included: (- Shorten acceptance criteria - Notes can be used for delegating tasks - For each account, have a different user story - Can use current acceptance criteria in Sprint plan - Notes can include software - Be specific) * Development team and client finalised backlog of the user stories in the second meeting | | | |

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| Meeting name | Smart City Project Meeting – Week 4 | | |
| Date of meeting | 23 August 2017 | Time | 11am – 1pm, 1:30pm-2pm |
| Minutes prepared by | Kevin Taing | Location | GP Q-218 |
| 1. Meeting Objective | | | |
| Story review, preparation for sprint planning (document) | | | |
| 2. Attendees | | | |
| Justin (Development team)  Jeffrey (Head developer)  Dennis (Development team)  Andy (Client)  Kevin (SCRUM master) | | | |
| 3. Agenda, notes , decisions and issues | | | |
| * Development team brought up an issue – it was difficult to learn django framework * Client and SCRUM master took this issue into account when developing acceptance criteria * Development team worked with client to review acceptance criteria * Each member contributed in making sure that there was at least 3 criteria * Development team set up a MySQL server database * Dennis and Jeffrey collaborated to create a database structure diagram (above) * Development team worked on a simple ‘Hello World’ application * Client and SCRUM master finalised user stories and release plan | | | |

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| Meeting name | Smart City Project Meeting – Week 5 | | |
| Date of meeting | 30 August 2017 | Time | 11am – 1pm, 1pm-3pm |
| Minutes prepared by | Kevin Taing | Location | GP Q-218 |
| 1. Meeting Objective | | | |
| Ensure release plan and user stories are finalised, sprint 1 planning | | | |
| 2. Attendees | | | |
| Justin (Development team)  Jeffrey (Head developer)  Dennis (Development team)  Andy (Client)  Kevin (SCRUM master) | | | |
| 3. Agenda, notes , decisions and issues | | | |
| * All members worked together on finalising user stories + release plan * Justin checked that all user stories were prioritised, estimated and had suitable acceptance criteria * An issue in the release plan – relating to velocity was brought up between Jesse and the team (via appropriate calculation of velocity, 5\*20 = 100\*.33 => velocity of 33) * Struggled with time as the team had to change release plan slightly, in terms of estimations * Kevin responsible for submission of user stories + release plan * Development team to begin development of Sprint 1 | | | |

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| Meeting name | Smart City Project Meeting – Week 6 | | |
| Date of meeting | 6 September 2017 | Time | 11am – 1pm |
| Minutes prepared by | Kevin Taing | Location | GP Q-218 |
| 1. Meeting Objective | | | |
| Choosing software architecture pattern, designing component and data flow diagrams | | | |
| 2. Attendees | | | |
| Justin (Development team)  Jeffrey (Head developer)  Dennis (Development team)  Andy (Client)  Kevin (SCRUM master) | | | |
| 3. Agenda, notes , decisions and issues | | | |
| * Development team brief on progress of Sprint 1 – issues with django forms * No issues so far in terms of progress, according to Burn down Chart * Decided to use ‘issues’ on GitHub for bug reports/fixes * Team worked together to develop the architecture, component and data flow diagrams using OBAAS example * Allocated different diagram artefacts for Smart City to each member depending on their modelling ability * IS students would complete 2 diagrams * Andy: Logical/ Physical diagram for Smart City project + justification * Kevin: Component diagram + DFG (user, business man) * Justin: DFG (admin) * Jeffrey: DFG (tourist) * Dennis: DFG (student) * Must upload artefacts to GIT repository | | | |

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| Meeting name | Smart City Project Meeting – Week 7 | | |
| Date of meeting | 13 September 2017 | Time | 11am – 1pm, 2pm-3pm |
| Minutes prepared by | Kevin Taing | Location | GP Q-218 |
| 1. Meeting Objective | | | |
| Designing user intefaces (UI) | | | |
| 2. Attendees | | | |
| Justin (Development team)  Jeffrey (Head developer)  Dennis (Development team)  Andy (Client)  Kevin (SCRUM master) | | | |
| 3. Agenda, notes , decisions and issues | | | |
| * Each team member briefed on progress of artefacts * Development team brief on current progress of Sprint 1 – issue with background wallpaper (now fixed) * Team members worked together in developing sample UI mock-ups for OBAAS * Team then began working on UI mock-ups for Smart City * Dev team to provide demo to Client + SCRUM master + Jesse * Some issues with form validation and text readability, but mostly operational * UI designs to be uploaded to GIT | | | |

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| Meeting name | Smart City Project Meeting – Week 8 | | |
| Date of meeting | 20 September 2017 | Time | 11am – 1pm, 1:30pm-2pm |
| Minutes prepared by | Kevin Taing | Location | GP Q-218 |
| 1. Meeting Objective | | | |
| Designing classes and apply OOP concepts | | | |
| 2. Attendees | | | |
| Justin (Development team)  Jeffrey (Head developer)  Dennis (Development team)  Andy (Client)  Kevin (SCRUM master) | | | |
| 3. Agenda, notes , decisions and issues | | | |
| * Development team brief on current progress for Sprint 1 – some difficulty with javascript * Team worked together to create a sample class diagram for OBAAS * Development team to confirm Class Diagram with client + scrum master * Client to work on user acceptance tests * Work on several issues with program:   Registration form  - Layout of text input  - Labels are inside the text input  - Error validation messages are difficult to read (black, should be bright)  - Redirection to main page with confirmation message  - Force unique constraint on email  - DOB has no error  Log in page  - Forgot your password does not do anything (implement)  Account page  - Clicking on a type (e.g. zoo) should redirect you to map page with zoo locations  - User should only see relevant info type (e.g. business men only see hotel, industries, city)  To be completed end of break  - Data manipulation (S09)  - T25 create data point for each location  - T26 set permission to admin only | | | |

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| Meeting name | Smart City Project Meeting – Week 9 | | |
| Date of meeting | 4 October 2017 | Time | 11am – 1pm |
| Minutes prepared by | Kevin Taing | Location | GP Q-218 |
| 1. Meeting Objective | | | |
| Demonstrate Sprint 1, Plan Sprint 2, Database design | | | |
| 2. Attendees | | | |
| Justin (Development team)  Jeffrey (Head developer)  Dennis (Development team)  Andy (Client)  Kevin (SCRUM master) | | | |
| 3. Agenda, notes , decisions and issues | | | |
| * Development team briefed team with Sprint 1 progress * Client finalized Task plan for Sprint 2 and received feedback from the tutor * Sprint 1 burndown chart checked by tutor * Worked on Retrospective for Sprint 1 with the entire team * Each team member finalized their Sprint 1 Personal Portfolios * Dennis worked on the database model/ designs | | | |

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| Meeting name | Smart City Project Meeting – Week 10 | | |
| Date of meeting | 11 October 2017 | Time | 11am – 1pm, 1pm - 2pm |
| Minutes prepared by | Kevin Taing | Location | GP Q-218 |
| 1. Meeting Objective | | | |
| Progress review, informal feedback | | | |
| 2. Attendees | | | |
| Justin (Development team)  Jeffrey (Head developer)  Dennis (Development team)  Andy (Client)  Kevin (SCRUM master) | | | |
| 3. Agenda, notes , decisions and issues | | | |
| * Development team brought Client and SCRUM master up to date with Sprint 2 progress * Checked feedback with Sprint Burndown chart with Jesse * SCRUM master and Client to work on Test case scenario document * Development team to work on Sprint 2 - showing specific information to correct account type. These include the following user stories:   + Story 15: Tourist account   + Story 16: Student account   + Story 17: Business account * In accordance with User Story: 18 - System scalability, group decided on using a ‘dropdown’ box that contains each city location * This seemed the most effective way of allowing users to change their city location * 22752588_10155792833617930_21775249_n.png * Client notified Development team to add the ‘Logout’ button relating to User Story 19: Logout * Team decided that the logged in user’s ‘name’ is displayed alongside this feature to increase personalisation * 22471297_10155764957897930_1984587785_n.png | | | |

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| Meeting name | Smart City Project Meeting – Week 11 | | |
| Date of meeting | 18 October 2017 | Time | 11am – 1pm, 2pm-4pm |
| Minutes prepared by | Kevin Taing | Location | GP Q-218 |
| 1. Meeting Objective | | | |
| Designing test cases, regression test plan | | | |
| 2. Attendees | | | |
| Justin (Development team)  Jeffrey (Head developer)  Dennis (Development team)  Andy (Client)  Kevin (SCRUM master) | | | |
| 3. Agenda, notes , decisions and issues | | | |
| * Development team brought Client and SCRUM master up to date with Sprint 2 progress * Checked feedback from Portfolio with Jesse * Checked feedback with Sprint Burndown chart with Jesse * Moved up Stories from Release 2 into Release 1 due to available time * Group decided that ‘Story 22 - Search’ feature can be moved to Release 1 * Client + SCRUM master came up with a list of possible search queries for Development team:22546936_10155768159027930_832520660_o.png * Development team implemented a basic search function on the user page: * 22908523_10155811713097930_23169435_o.png * Forced to stop working on Account Recovery (Story 8) due to its high difficulty to implement AND time constraints * Client approved of this abandonment, and the group decided to further improve on other features of the project * To do:   + - Fix up search function (should redirect user to a ‘results’ page)   + - Fix up drop menu for system scalability (should be more accessible to the user)   + - Remove duplicate logout button with username, only 1 button is needed   + - Written test cases for Sprint 2 before next week (Andy + Kevin)   + - Regression test plan for Release 1 before next week (Andy + Kevin) | | | |

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| Meeting name | Smart City Project Meeting – Week 12 | | |
| Date of meeting | 25 October 2017 | Time | 11am – 1pm |
| Minutes prepared by | Kevin Taing | Location | GP Q-218 |
| 1. Meeting Objective | | | |
| Demonstrate progress, informal feedback from client | | | |
| 2. Attendees | | | |
| Justin (Development team)  Jeffrey (Head developer)  Dennis (Development team)  Andy (Client)  Kevin (SCRUM master) | | | |
| 3. Agenda, notes , decisions and issues | | | |
| Issues/ Fixes with current Smart City system   * ‘Return’ button doesn’t work on Registration form * After account registration, user is redirected into login page instead of logged in automatically * Information results should align to the left * Fix ‘Community’ title to ‘City’ on user page * Search feature does not return results for each location on the maps application + search button missing * map2.png   Speech preparation:   * Basic introduction of project and team members * Explain functions of each page/ main user stories * Sprint plan + Burndown chart + Other documentation   To do:   * Test case scenarios: Kevin + Andy * Regression test plan (selenium): Dennis * Testing: Everyone * Team retrospective: Everyone * Peer review: Everyone * Fix search function so that it has the ability to search an entire dataset, instead of just google maps. * Will need to fix this before the final release: Justin + Dennis + Jeff | | | |

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| Meeting name | Smart City Project Meeting – Week 13 | | |
| Date of meeting | 1st November 2017 | Time | 10am-11am, 11am – 1pm |
| Minutes prepared by | Kevin Taing | Location | GP Q-218 |
| 1. Meeting Objective | | | |
| Demonstrate Release/ Final Release | | | |
| 2. Attendees | | | |
| Justin (Development team)  Jeffrey (Head developer)  Dennis (Development team)  Andy (Client)  Kevin (SCRUM master) | | | |
| 3. Agenda, notes , decisions and issues | | | |
| * Team meeting conducted before final release demonstration * Discussed how and what should be showcased to best represent the Smart City project   Assessment items due   * Final Release   + Due midnight (11:59pm) of workshop day   + MUST create a branch in git repository   + MUST zip all files and upload to blackboard   + Group submission, so only one members need to submit * Sprint 2 Personal Portfolio   + Due Friday (3rd November) by 11:59pm   + Named folder for each group member must be created in git repository   + MUST zip all these files (inside the folder) and upload to blackboard   + Individual submission * Sprint 2 Retrospective   + Due Friday (3rd November) by 11:59pm   + Group submission, so only one member needs to submit * Peer Review   + Due Friday (3rd November) by 11:59pm   + Individual submission   Release demonstration   * Team to demo new or previously incomplete user stories to Jesse   + Account login (requires username and password)   + Account registration (requires name, username, password, form validation)   + Account types (Tourist, Businessman, Student)   + Can view appropriate information when logged in   + Can view other information when logged in   + Can search for locations on map   + Admin login (requires username and password)   + Admin creation (separate page)   + Admin tools (can upload/ edit data)   + System scalability - adding more cities, information * Sprint plan with actual times recorded for tasks + Burndown chart | | | |