Smart City  
Team Phoenix - 63

Meeting Minutes Document (Sprint 1)

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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 | | | |