Minutes of Meetings

Name: Jia Ming Wei Student ID: 40078192

Team PK-A

9 January 2020

Iteration 1

Date: 9 January 2020
Start Time: 20:00
End Time: 20:40
Attendees: Tiffany Ah King, Vsevolod Ivanov, Chang Liu, Nolan Mckay, Nalveer Moocheet, Hoang Thuan Pham, Audrey-Laure St-Louis, Jia Ming Wei
Location: H920
Agenda topics discussed:
(1) We got to know each other;
(2) Audrey collected each team member's contact information.
Alternatives presented:
(1) We discussed and agreed to use discord as our communication platform;
(2) Tiffany set up a discord server for our team;
(3) Audrey emailed us the contact information of our team;
(4) We discussed to use GitHub as our code repositories and Trello as project management
Solutions agreed upon:
(1) We agreed to use discord as communication platform;
(2) We agreed to use GitHub as our version control platform.
Assignments made and accepted:
(1) Vsevolod will set up a stub of GitHub repository for our team;
(2) Jia Ming will make a team board on Trello;
(3) Tiffany will continue to make more discuss channels on discord
(4) Audrey will email other team member's contact information to us.
Deadlines:
(1) GitHub setup 11 January 2020;
(2) Trello board setup 11 January 2020;
(3) discord channels setup 11 January 2020.
Follow-up actions: The timeline till the demo of iteration 1 is clear. The details of use cases and tasks need further clarified.

	Task	Progress Status
1	GitHub setup	done
2	Trello team board	done
3	discord channels	done

Table 1: Follow-up

Date: 15 January 2020
Start Time: 19:15
End Time: 20:45
Attendees: Tiffany Ah King, Isabelle Charette, Brian Gamboc-Javiniar, Vsevolod Ivanov, Chang Liu, Nolan Mckay, Nalveer Moocheet, Hoang Thuan Pham, Audrey-Laure St-Louis, Jia Ming Wei
Location: H831
Agenda topics discussed:
(1) we greeted to each other;
(2) each one chose a role from organiser, coder and documenter;
(3) we discussed use cases;
(4) we assigned tasks from use cases roughly;
(5) we made a plan minutes;
(6) we discussed the timeline;
(7) we scheduled next meeting on tomorrow after comp345 lecture;
(8) we shared our semester schedule;
Alternatives presented:
(1) we scheduled next meeting on tomorrow after comp345 lecture.
Solutions agreed upon:
(1) Roles:
a) Coders: Isabelle Charette, Vsevolod Ivanov, Nalveer Moocheet, Audrey-Laure St-Louis; b) Documenters: Tiffany Ah King, Brian Gamboc-Javiniar, Chang Liu, Nolan Mckay, Hoang Thuan Pham; c) Organiser: Jia Ming Wei.
(2) Use cases outline.
(3) Documenter group and coder group have their meetings respectively to further discuss and work out their tasks.
Assignments made and accepted:

	Use cases	Coder	Documenter
1	Initiate a Game with a Desk	Vsevolod Ivanov	Hoang Thuan Pham
2	Timer (start - stop)	Audrey-Laure St-Louis	Tiffany Ah King
3	Submit answers (validation)	Nalveer Moocheet	Nolan Mckay
4	User input (numbers in the cell)	Isabelle Charette	Brian Gamboc-Javiniar
5	Save game and load	iteration2 TBA	Chang Liu

Deadlines:
(1) Demo on 5 February 2020;
(2) Submit on 9 February 2020;
Follow-up actions: Clarify team members' roles on a quick Meetup on tomorrow.

Date: 16 January 2020
Start Time: 20:15
End Time: 20:25
Attendees: Tiffany Ah King, Isabelle Charette, Brian Gamboc-Javiniar, Vsevolod Ivanov, Chang Liu, Nolan Mckay, Nalveer Moocheet, Hoang Thuan Pham, Audrey-Laure St-Louis, Jia Ming Wei
Location: H920
Agenda topics discussed:
We discussed if we need one orangiser for coder group and one for document group, in order to Quality Control the code and documents to submit.
Alternatives presented:
Jia Ming emphasized that every one should work on his or her own git branch and make a Pull Request before merging to the master
Solutions agreed upon:
(1) Each one should make a branch and make a PR before merging to the master on GitHub;
(2) Vsevolod becomes the organiser of coder group and Tiffany becomes the organiser of documenter group.
Assignments made and accepted:
N/A
Deadlines:
N/A
Follow-up actions: N/A

Date: 22 January 2020
Start Time: 19:15
End Time: 20:45
Attendees: Tiffany Ah King, Isabelle Charette, Brian Gamboc-Javiniar, Vsevolod Ivanov, Chang Liu, Nolan Mckay, Nalveer Moocheet, Hoang Thuan Pham, Audrey-Laure St-Louis, Jia Ming Wei
Location: H831
Agenda topics discussed:
1. Resolve any misunderstandings for Iteration 1 about the domain model and use cases;
2. Hear how the Coders plan to implement their assigned use case;
3. Hear what issues the Documenters have, and what content/information they need.
4. Everyone can help create sample data as needed by the unit tests.
5. Review the timeline overall for iteration 1, assigned tasks and deadlines
Alternatives presented:
Hoang Thuan Pham discussed rephrasing some names of use cases with coder group.
Solutions agreed upon:
(1) Following the use cases outline but a minor change will be made;
(2) Documenter group and coder group schedulled their meetings respectively to further discuss and work out their tasks.
Assignments made and accepted:
(1) Use cases assignments are the same as before for coder group;
(2) The names of some use cases are changed for documenter group and will be further discussed among their group.
Deadlines:
(1) Demo on 5 February 2020;
(2) Submit on 9 February 2020;
Follow-up actions:

	Task	Status
1	Iteration 1 coding	in progress
2	Software requirements specification	in progress
3	Diaries and Minutes of Meetings	in progress

Table 2: Follow-up

Demo date is updated to 29 January 2020, comfirmed by Dr. Greg Butler.

Date: 29 January 2020
Start Time: 19:15
End Time: 20:45
Attendees: Tiffany Ah King, Isabelle Charette, Brian Gamboc-Javiniar, Vsevolod Ivanov, Chang Liu, Nolan Mckay, Nalveer Moocheet, Hoang Thuan Pham, Audrey-Laure St-Louis, Jia Ming Wei
Location: H831
Agenda topics discussed:
1. Review what needs to be done over the next week to get the application ready for submission;
2. Review status of the document, and review the timeline overall for iteration 1, assigned tasks and deadlines, for both the software and the document to be ready for submission.
Alternatives presented:

Solutions agreed upon:

Assignments made and accepted:

Deadlines:
Submit on 9 February 2020;
Follow-up actions:

	Task	Status
1	Iteration 1 coding	in progress
2	Software requirements specification	in progress
3	Diaries and Minutes of Meetings	in progress

Table 3: Follow-up

Date: 5 February 2020
Start Time: 19:15
End Time: 20:45
Attendees: Tiffany Ah King, Isabelle Charette, Brian Gamboc-Javiniar, Vsevolod Ivanov, Chang Liu, Nolan Mckay, Nalveer Moocheet, Hoang Thuan Pham, Audrey-Laure St-Louis, Jia Ming Wei
Location: H831
Agenda topics discussed:
1. Last minute scrum to resolve remaining work for software and document submission.
2. Write minutes of meetings and individual diaries, and place these on the repository under version control.
3. Submit software, document, diary. Submit to EAS under required category: Documents should be submitted as "project 1"; Source code as "programming assignment 1"; diary as "theory assignment 1".
Alternatives presented:

Solutions agreed upon:

Assignments made and accepted:

Deadlines:
Submit on 9 February 2020;
Follow-up actions:

	Task	Status
1	Iteration 1 coding	in progress
2	Software requirements specification	in progress
3	Diaries and Minutes of Meetings	in progress

Table 4: Follow-up