Meeting 1	Details
Date:	11/08/2024
Time:	11:00 AM
Location:	Online Teams Meeting
Attendees:	- Fazila Qurban Ali - Gurnoor Kaur - Harmandeep Singh - Krishitaa Purusothaman - Mohamed Bilal Naeem - Ninh Duy Huynh
Discussion Summary:	1. Assign Tasks 2. Review Rubric and Assignment details 3. Work on user stories and cards.
Agenda Items:	
1. Assign Tasks	Discuss and delegate specific tasks to team members. Set expectations for each task.
2. Review Rubric and Assignment Details	Examined the assignment rubric and requirements. Clarifed any questions or uncertainties.
3. Work on User Stories and Cards	**Summary:** The team worked collaboratively on user stories, checking each other's work to avoid duplication and planning tasks for the future. **Decisions Made:** Ensure there is no duplication in user stories. Continue to refine and finalize user stories as a team. **Action Items:** **Action:** Finalize and refine user stories. **Responsible Person:** All team members.
Follow-Up:	
Action Item 1	Continue to work on User Cards based on rubric. Assigned to: All team members
Action Item 1:	Prepare questions for instructor in class. Assigned to: All team members.
Additional Follow-Up:	Continue to check each others work and refine user stories as required Assigned to: All team members.
Next Meeting:	**Date:** 12/08/2024 **Time:** 3:30 PM **Location:** In-person at RMIT Building 80

Minutes Prepared By:	Harmandeep Singh

Meeting 2	Details
Date:	12/08/2024
Time:	3:30 PM
Location:	Online Teams Meeting
Attendees:	- Fazila Qurban Ali - Gurnoor Kaur - Harmandeep Singh - Krishitaa Purusothaman - Mohamed Bilal Naeem - Ninh Duy Huynh
Discussion Summary:	1. Review and update acceptance criteria. 2. Discuss GitHub updates. 3. Plan next steps and tasks. 4. Work on user stories and cards.
Agenda Items:	
1. Work on User Stories and Cards	**Summary:** The team worked collaboratively on user stories, checking each other's work to avoid duplication and planning tasks for the future. **Decisions Made:** • Ensure there is no duplication in user stories. • Continue to refine and finalize user stories as a team. **Action Items:** • **Action:** Finalize and refine user stories. **Responsible Person:** All team members.
Follow-Up:	
Action Item 1:	Finalize user stories and ensure no duplication. Assigned to: All team members.
Additional Follow-Up:	Develop a detailed plan for future tasks related to user stories. Assigned to: All team members.
Next Meeting:	**Date:** 15/08/2024 **Time:** 8:00 PM **Location:** Online Teams Meeting

Minutes Prepared By:	Harmandeep Singh

Meeting 3	Details
Date:	15/08/2024
Time:	8:21 PM
Location:	Online Teams Meeting
Attendees:	- Fazila Qurban Ali - Gurnoor Kaur - Harmandeep Singh - Krishitaa Purusothaman - Mohamed Bilal Naeem - Ninh Duy Huynh
Discussion Summary:	1. Review and update acceptance criteria. 2. Discuss GitHub updates. 3. Plan next steps and tasks. 4. Address any additional items.
Agenda Items:	
1. **Review and Update Acceptance Criteria**	**Summary:** The team discussed completing the acceptance criteria for user stories. **Decisions Made:** Complete the acceptance criteria before starting the SRS. **Action Items:** **Action:** Complete acceptance criteria. **Responsible Person:** All team members.
2. **Discuss GitHub Updates**	**Summary:** There was uncertainty about whether the GitHub repository had been updated. **Decisions Made:** Team members should update the GitHub repository individually to avoid wasting meeting time. **Action Items:** **Action:** Update GitHub repository. **Responsible Person:** All team members.
3. **Address Any Additional Items**	**Summary:** The team discussed logistical issues such as meeting timing and individual responsibilities. It was agreed to avoid holding meetings when they are not necessary. **Decisions Made:** Meetings should be concise and focused on essential topics. **Action Items:** **Action:** Ensure future meetings are more focused. **Responsible Person:** All team members.
Follow-Up:	

Action Item 1:	Complete acceptance criteria. Assigned to: All team members.
Additional Follow-Up:	Develop a detailed plan for tasks. Assigned to: All team members.
Next Meeting:	**Date:** 19/08/2024 **Time:** 8:00 PM **Location:** Online Teams Meeting
Minutes Prepared By:	Harmandeep Singh

Meeting 4	Details
Date:	19/08/2024
Time:	8:00 PM
Location:	Online Teams Meeting
Attendees:	- Fazila Qurban Ali - Gurnoor Kaur - Harmandeep Singh - Krishitaa Purusothaman - Mohamed Bilal Naeem - Ninh Duy Huynh
Discussion Summary:	1. Review architectural diagrams. 2. Plan individual progress check-ins. 3. Discuss SRS tasks and timelines.
Agenda Items:	
1. **Review Architectural Diagrams**	**Summary:** Discussed the creation and plan for architectural diagrams. **Decisions Made:** Develop multiple architectural diagrams as required. **Action Items:** **Action:** Create architectural diagrams. **Responsible Person:** All team members.
2. **Discuss SRS Tasks and Timelines**	**Summary:** Reviewed tasks for the SRS and planned for progress tracking. **Decisions Made:** Continue working on SRS tasks and review progress in individual meetings. **Action Items:** **Action:** Progress on SRS tasks. **Responsible Person:** All team members.
Follow-Up:	
Action Item 1:	Create architectural diagrams. Assigned to: All team members.

Action Item 2:	Attend individual progress check-ins. Assigned to: All team members.
Additional Follow-Up:	Continue progress on SRS tasks and prepare for next meeting. Assigned to: All team members.
Next Meeting:	**Date:** 20/08/2024 **Time:** 8:00 PM **Location:** Online Teams Meeting
Minutes Prepared By:	Mohamed Bilal Naeem

Meeting 5	Details
Date:	20/08/2024
Time:	8:00 PM
Location:	Online Teams Meeting
Attendees:	- Fazila Qurban Ali - Gurnoor Kaur - Harmandeep Singh - Krishitaa Purusothaman - Mohamed Bilal Naeem - Ninh Duy Huynh
Discuss the SRS and split Tasks	1. Discussed the SRS and split the tasks. 2. Reviewed UI design of the frontend. 3. Went over User Story Card Structure.
Agenda Items:	
1. **Discuss SRS Tasks and Timelines**	**Summary:** Reviewed the current status of the SRS and divided the tasks among team members for efficient progress. **Decisions Made:** Tasks were allocated based on individual strengths and availability. **Action Items:** **Action:** Work on assigned SRS tasks. **Responsible Person:** All team members.
2. Review UI Design of Frontend	**Summary:** Reviewed the initial UI design for the frontend, including layout and navigation elements, plus wireframes. **Decisions Made:** Suggested modifications to improve user experience and functionality. **Action Items:** **Action:** Implement suggested UI changes. **Responsible Person:** Mohamed Bilal Naeem and Ninh Duy Huynh

3. Non-Functional Requirements	**Action Items:** **Action:** Work on Non-functional requirements in SRS document **Responsible Person:** Harmandeep Singh and Fazila Qurban Ali
4. Architecture	**Action Items:** **Action:** Work on Architecture of platform for SRS document **Responsible Person:** Krishitaa Purusothaman and Gurnoor Kaur
Follow-Up:	
Action Item 1:	Create architectural diagrams. Assigned to: Krishitaa Purusothaman and Gurnoor Kaur
Action Item 2:	Attend individual progress check-ins. Assigned to: All team members.
Additional Follow-Up:	Continue progress on SRS tasks and prepare for next meeting. Assigned to: All team members.
Next Meeting:	**Date:** 22/08/2024 **Time:** 9:00 PM **Location:** Online Teams Meeting
Minutes Prepared By:	Mohamed Bilal Naeem

Meeting 6	**Details**
Date:	20/08/2024
Time:	9:00 PM
Location:	Online Teams Meeting
Attendees:	- Fazila Qurban Ali - Gurnoor Kaur - Harmandeep Singh - Krishitaa Purusothaman - Mohamed Bilal Naeem - Ninh Duy Huynh
Discussion Summary	1. Clarify acceptance criteria to ensure all have clear pass/fail outcomes. 2. Develop UI frames for various pages related to pet care management.
Agenda Items:	
1. Acceptance Criteria Review	**Summary:** Discussed the need for unambiguous acceptance criteria with clear pass/fail outcomes.

	Decisions Made:
	We will review all individually created cards based on rubric.
	Action Items:
	Action: Review user cards based on rubric acceptance.
	Responsible Person: All Team Members
2. UI Frames Requirements and SRS document	**Summary:** Identified the need for specific UI frames for different functionalities within the system and work needed to be done on SRS document. **Decisions Made:** Create UI frames for the following pages: • Booked appointments page (both pet owner's and clinic's views) • Schedule/calendar page for veterinarians • Booking appointments page with date and time slots • Pet medical records management (insert, delete, edit) • Sign-up, sign-in, and profile management (including pet profiles) **Action Items:** **Action:** Design UI frames for the listed functionalities and continue to work on SRS document. **Responsible Person:** All team members
Follow-Up:	
Action Item 1:	Review acceptance criteria Assigned to: All team members
Action Item 2:	Design and draft UI frames and continue work on SRS document
Additional Follow-Up:	Continue progress on SRS tasks and prepare for next meeting. Assigned to: All team members.
Next Meeting:	**Date:** 24/08/2024 **Time:** 8:30 PM **Location:** Online Teams Meeting
Minutes Prepared By:	Mohamed Bilal Naeem

Meeting 7	Details
Date:	24/08/2024
Time:	8:30 PM

Location:	Online Teams Meeting
Attendees:	- Fazila Qurban Ali - Gurnoor Kaur - Harmandeep Singh - Krishitaa Purusothaman - Mohamed Bilal Naeem - Ninh Duy Huynh
Discussion Summary	
Agenda Items:	
1. Acceptance Criteria Review	At least 2 scenarios for each user story as acceptance criteria
2. UI Frames Requirements and SRS document	UI Frames need to be more detailed and distinct. Hence, we have decided to use screenshots of the dummy UI we built. SRS document final editing and fine-tuning.
Follow-Up:	
Action Item 1:	Sprint Retro notes
Action Item 2:	Github repo
Additional Follow-Up:	- Sprint Planning notes for Spring 0 - Spring 0 Retro Notes - Add Spring planning notes, Spring Retro, Meeting minutes, Example Schedule in Github Repo - In ReadMe file, link to github repo, scrum board and Microsoft Team
Next Meeting:	**Date:** 25/08/2024 **Time:** 3:00 PM **Location:** Online Teams Meeting
Minutes Prepared By:	Krishitaa Purusothaman

Meeting 8	Details
Date:	25/08/2024
Time:	3:30 PM
Location:	Online Teams Meeting
Attendees:	- Fazila Qurban Ali - Gurnoor Kaur - Harmandeep Singh - Krishitaa Purusothaman - Mohamed Bilal Naeem - Ninh Duy Huynh

Discussion Summary:	1. Complete incomplete sections in SRS document 2. Format SRS document 2. Complete incomplete portions in user stories in scrum board (eg. DoD, tasks, task estimation, labels) 3. Update all docs on github and commit
Agenda Items:	
1. Assign tasks	Each member finishes and formats their assigned sections of the SRS document and user stories on scrum board
2. Review Rubric and Assignment Details	Examined the assignment rubric and requirements one last time, to see if we have completed everything. Clarified any questions or uncertainties we had among team members.
3. Work on User Stories and SRS Document	**Summary:** The team worked collaboratively on user stories, checking each other's work to ensure everyone is following the same temple. The same went for the SRS document, where the team members checked each others' sections to see if it made sense and fixed spelling/grammatical errors. **Decisions Made:** Ensure the template is the same in user stories and format is the same in SRS document. Continue to refine and finalize user stories as a team, and SRS document. **Action Items:** user stories and SRS documents **Action:** Finalize and refine user stories. **Responsible Person:** All team members.
4. Make final submission	Make final submission by 6:00 pm on Sunday. Submitting person – Harmandeep Singh
Minutes Prepared By:	Krishitaa Purusothaman