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| **Meeting 1** | **Details** |
| **Date:** | 30/08/2024 |
| **Time:** | 4:30 PM –6:30 PM |
| **Location:** | In class 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. Planned for the sprint |
| **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. Clarified any questions or uncertainties. |
| **3. Work on User Stories and Cards** | 1. **Assignment of Requirements:**    * Reviewed the assigned project requirements.    * Clarified doubts and set expectations for the sprint. 2. **User Stories Review:**    * Discussed and reviewed the user stories to be worked on.    * Identified any missing details. 3. **Task Assignment:**    * Delegated user stories and tasks to all team members.  **Decisions Made:**  * Confirmed the scope of user stories for this sprint. * Agreed on timelines for completing tasks. |
| **Follow-Up:** |  |
| **Action Item 1** | Finalize tasks based on assigned user stories. Responsible**:** All team members. |
| **Action Item 1:** | Prepare questions for the next meeting or product owner if any. |
| **Additional Follow-Up:** | Continue to check each others work 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 |

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| **Meeting 2** | **Details** |
| **Date:** | 2/09/2024 |
| **Time:** | 9:00 AM –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:** | Discussed setup procedures and initial expectations for the sprint.  Completed necessary project setup for the sprint. Plan next steps and tasks. |
| **Agenda Items:** |  |
| 1. Work on User Stories and Cards | **Discussion Summary:**  1. **Getting Started:**    * Helped each other understand the assignment.    * Discussed setup procedures and initial expectations for the sprint. 2. **Setup:**    * Completed necessary project setup for the sprint.    * Clarified any technical issues related to tools or repositories.  **Decisions Made:**  * Team members are clear on the setup requirements. * Set expectations for daily progress updates. |
| **Follow-Up:** |  |
| **Action Item 1:** | 1. Ensure project setup is completed by all team members.    * **Responsible:** All team members. |
| **Additional Follow-Up:** | 1. Regular check-ins to track progress. |
| **Next Meeting:** | **Date:** 04/09/2024  **Time:** 9:00 PM  **Location:** Online Teams Meeting |
| **Minutes Prepared By:** | Harmandeep Singh |

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| **Meeting 3** | **Details** |
| **Date:** | 04/09/2024 |
| **Time:** | 9:00 PM-10:00 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 the current team progress  2. Discuss to switch from H2 to PostgreSQL  3.Set up PostgreSQL for the project.  4. Address any additional items. |
| **Agenda Items:** |  |
| **Database Decision:** | **Decisions Made:**  * Switched to PostgreSQL for the database after discussing the pros and cons of the databases * Database migration setup should be completed by all members.   . |
| **Follow-Up:** |  |
| **Action Item 1:** | 1. Set up PostgreSQL and ensure migrations work correctly. All team members 2. Verify if any additional configuration is needed |
| **Additional Follow-Up:** | Develop a detailed plan for tasks. Assigned to: All team members. |
| **Next Meeting:** | **Date:** 16/09/2024  **Time:** 8:00 PM  **Location:** Online Teams Meeting |
| **Minutes Prepared By:** | Harmandeep Singh |

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| **Meeting 4** | **Details** |
| **Date:** | 16/09/2024 |
| **Time:** | 8:00 PM –10:00 PM |
| **Location:** | Online Teams Meeting |
| **Attendees:** | - Fazila Qurban Ali - Gurnoor Kaur - Harmandeep Singh - Krishitaa Purusothaman - Mohamed Bilal Naeem - Ninh Duy Huynh |
| **Discussion Summary:** | 1. **Progress Review:**    * Discussed individual progress and resolved any migration issues. 2. **Support and Guidance:**    * Provided assistance to team members who faced issues with database migrations. 3. **Git good practices:**   Made team members aware of git good practices and made aware to use separate branches instead of committing on main branch |
| **Agenda Items:** |  |
| 1. **Support on postgres** | **Summary:** Made sure that postges is working on all team members and migrations are working properly  **Action:** Resolved the issues with migrations. |
| 2 **Git good practices:** | **Summary:** Made team members aware of git good practices and made aware to use separate branches instead of committing on main branch  **Decisions Made:** Made different branches for every functions. **Responsible Person:** All team members. |
| **Follow-Up:** |  |
| **Action Item 1:** | Make branches in git. Assigned to: All team members. |
| **Action Item 2:** | Attend individual progress check-ins. Assigned to: All team members. |
| **Additional Follow-Up:** | Continue progress on the project. Assigned to: All team members. |
| **Next Meeting:** | **Date:** 19/09/2024 **Time:** 8:00 PM **Location:** Online Teams Meeting |
| **Minutes Prepared By:** | Mohamed Bilal Naeem |

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| **Meeting 5** | **Details** |
| **Date:** | 19/09/2024 |
| **Time:** | 4:30 PM –6:30 PM |
| **Location:** | In class meeting |
| **Attendees:** | - Fazila Qurban Ali - Gurnoor Kaur - Harmandeep Singh - Krishitaa Purusothaman - Mohamed Bilal Naeem - Ninh Duy Huynh |
| **Agenda Items:** |  |
| **Discussion Summary** | **:**  1. **Progress Check-In:**    * Discussed individual progress on assigned tasks and user stories.    * Team members shared any challenges they faced. 2. **Work Integration:**    * Attempted to integrate everyone's work to check for consistency and functionality.  * Continue working on integration to ensure the app is cohesive and all parts work together smoothly. * Address any compatibility issues during the next meeting. |
| **Follow-Up:** |  |
| **Action Item 1:** | Complete task integration and report any issues. **Responsible:** All team members |
| **Action Item 2:** | Verify that all features are properly integrated and functioning as expected. |
| **Additional Follow-Up:** | Continue progress on the project tasks and prepare for next meeting. Assigned to: All team members. |
| **Next Meeting:** | **Date:** 20/09/2024 **Time:** 9:00 PM **Location:** Online Teams Meeting |
| **Minutes Prepared By:** | Mohamed Bilal Naeem |

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| **Meeting 6** | **Details** |
| **Date:** | 20/09/2024 |
| **Time:** | 9:00 PM –10:00 PM |
| **Location:** | Online Teams Meeting |
| **Attendees:** | - Fazila Qurban Ali - Gurnoor Kaur - Harmandeep Singh - Krishitaa Purusothaman - Mohamed Bilal Naeem - Ninh Duy Huynh |
| **Discussion Summary** | 1. **Error Resolution:**    * Focused on resolving any errors encountered during integration.    * Debugged issues related to migrations, or feature integration. 2. **Website Testing:**    * Added links between pages to test navigation and flow across the website.   Ensured that the website pages load properly and the user experience is seamless |
| **Agenda Items:** |  |
| Decisions made | * Continue testing and debugging errors before moving to the next development phase.  **Action Items:**  1. **Action:** Fix all identified errors and confirm that the website navigation works smoothly.    * **Responsible:** All team members. 2. **Action:** Conduct final integration tests to verify functionality. |
| **Follow-Up:** |  |
| **Action Item 1:** | Fix all identified errors and confirm that the website navigation works smoothly. **Responsible:** All team members |
| **Action Item 2:** | Conduct final integration tests to verify functionality. |
| **Additional Follow-Up:** | Continue progress prepare for submission. Assigned to: All team members. |
| **Next Meeting:** | **Date:** 22/09/2024 **Time:** 8:30 PM **Location:** Online Teams Meeting |
| **Minutes Prepared By:** | Gurnoor Kaur |

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| **Meeting 7** | **Details** |
| **Date:** | 22/09/2024 |
| **Time:** | 5:00 PM |
| **Location:** | Online Teams Meeting |
| **Attendees:** | - Fazila Qurban Ali - Gurnoor Kaur - Harmandeep Singh - Krishitaa Purusothaman - Mohamed Bilal Naeem - Ninh Duy Huynh |
| **Discussion Summary** | **Error Resolution:** Reviewed if all identified errors were resolved and confirmed that website navigation works smoothly.  **Website Testing:** Tested website thoroughly to ensure it is functioning properly. Validated page links and flow across the site. Confirmed that the user experience remains seamless.  **Document Preparation:** Prepared all necessary documents, including the Software Requirements Specification (SRS), retrospective notes, and any other required submission documents.  **Final Check for Submission:** Discussed and reviewed if the website and all required documents are ready for submission. |
| **Agenda Items:** | Verify that the project is fully ready for submission. |
| **Follow-Up:** |  |
| **Action Item 1:** | Fix any remaining issues and confirm final functionality of the website. |
| **Action Item 2:** | Complete preparation of SRS, retrospective notes, and submission documents. |
| **Additional Follow-Up:** | Continue preparation for submission and resolve any last-minute issues. |
| **Minutes Prepared By:** | Gurnoor Kaur |