

Agile Team Project 2022 – 06 30205

Shared Meeting Diary

Team AI 53-21

Daniel Silvester

Mosfirat Nasreen

Omar Elalfy

Tom Ashton

Anotida Ntini

Wanpeng Zou

Table of Contents

MEETING ROLE ROTA:	3
FORMAT OF MEETING MINUTES:	3
X-X-2022	3
01-02-2022	4
02-02-2022	4
03-02-2022	5
08-02-2022	5
09-02-2022	6
Meeting 1	6
Meeting 2	6
11-02-2022	7
13-02-2022	7
14-02-2022	8
15-02-2022	8
18-02-2022	10

MEETING ROLE ROTA:

(Assuming Muxuan Lya continues to be absent)

- 1 – Chair: Omar, Secretary: Ano
- 2 – C: Mosfirat, S: Tom
- 3 – C: Daniel, S: Ryan
- 4 – C: Ano, S: Omar
- 5 – C: Tom, S: Mosfirat
- 6 – C: Ryan, S: Daniel

FORMAT OF MEETING MINUTES:**X-X-2022**

- Time:
- Venue:
- Attendee List:
 - Mosfirat Nasreen?
 - Daniel Silvester?
 - Omar Elalfy?
 - Tom Ashton?
 - Anotida Ntini?
 - Wanpeng Zou?
 - Muxuan Lya?
 - Apologies: ?

AGENDA:

- What we plan to talk about (keep an eye on timings – meetings must not run over)
- Start by reviewing tasks in Kanban

NOTES:

- Keep track of what is being said generally, and what was discussed (did we cover everything in the agenda?)

ACTION PLAN:

- What we plan to do going forward – what steps do we each need to take

01-02-2022

- Time: 3PM
- Venue: online discord call
- Chair: Tom,
- Attendee List:
 - Mosfirat Nasreen
 - Daniel Silvester
 - Omar Elalfy
 - Tom Ashton
 - Anotida Ntini
 - Wanpeng Zou

NOTES:

- Discussed possible ideas, decided to go away and think about it properly before next meeting (arranged for the next day- Wednesday)
- Noted the absence of group members from the discord group chat + no effort made to get in contact otherwise. Planned to email them before our next meeting
- Preliminarily agreed on a tech stack: PostgreSQL, Python, Javascript+React,

ACTION PLAN:

- Arranged meeting with Tutor (Thursdays 12:00-12:30)
- Set up Trello + preliminarily agreed to use SCRUM agile framework

02-02-2022

- Time: ?
- Venue: online discord call
- Attendee List:
 - Mosfirat Nasreen
 - Daniel Silvester
 - Omar Elalfy
 - Tom Ashton
 - Apologies: Wanpeng Zou

NOTES:

- Discussed possible ideas - ruled out a few on the grounds of complexity and/or a lack of AI
- Two remaining ideas seemed interesting but had a strong social element, which is not recommended against in the spec: “may be problematic: social networks or any other apps which would only be interesting with 1000s of users’ contributions” as well as “avoid apps that require unusual hardware or large amount of data entry from the user”
- Discussed the possibility of using an alternative tech stack just using python and PostgreSQL

ACTION PLAN:

- Agreed to each do our best to come up with at least one idea we could discuss in the meeting with our tutor (whom we scheduled a meeting with for the following day).

03-02-2022

- Time: 12PM
- Venue: online zoom call
- Attendee List:
 - Mosfirat Nasreen
 - Daniel Silvester
 - Omar Elalfy
 - Tom Ashton
 - Anotida Ntini
 - Wanpeng Zou
 - Jizheng Wan

NOTES:

- Introductions first - all present but one
- Discuss ideas - all seem to like sheet music idea
- Machine learning for J - plugin for Java AI
- Wasn't sure why Java isn't recommended - Tutor will check with Madasar on why this is
- Noted that next week will be an hour-long meeting

ACTION PLAN:

- Recommended to get to grips with Kanban before we explore SCRUM
- Week 3 requires us to plan something (like a GANNT chart in Kanban)

08-02-2022

- Time: 5pm
- Venue: group study room 01
- Attendee List:
 - Mosfirat Nasreen
 - Daniel Silvester
 - Omar Elalfy
 - Tom Ashton
 - Anotida Ntini
 - Apologies: Wanpeng Zou

NOTES:

- Discussed feasibility of top few ideas
- Ruled out sheet music idea as no suitable API could be found
- Selected legislation idea as our backup
- Brainstormed other new ideas
- Settled on outfit planning/creating idea

ACTION PLAN:

- Arranged meeting (12:00 09-02-22) to formalize final idea before tutor meeting

09-02-2022**Meeting 1**

- Time: 12pm
- Venue: online zoom meeting
- Attendee List:
 - Mosfirat Nasreen
 - Daniel Silvester
 - Omar Elalfy
 - Tom Ashton
 - Anotida Ntini
 - Wanpeng Zou

AGENDA:

- Meet before tutor meeting to discuss idea further
- Consider user personas
- Discuss current Kanban + how to improve

NOTES:

- Work done on personas wasn't going to be enough – need to go out and talk to people + think about how each of our personas can reflect a specific section of our app.
- All members contributed this time, albeit contribution was more limited from some.

ACTION PLAN:

- Agreed on final idea to show tutor – Outfit Planner
- Initial looks at Balsamiq

Meeting 2

- Time: 1pm
- Venue: online zoom meeting
- Attendee List:
 - Mosfirat Nasreen
 - Daniel Silvester
 - Omar Elalfy
 - Tom Ashton
 - Anotida Ntini
 - Wanpeng Zou
 - Jizheng Wan

AGENDA:

- Discuss new idea with tutor – seek advice
- Run through what we currently have for Kanban
- Explain and justify tech stack
- Enquire about the format and comprehensiveness of personas
- Discuss plan going forward

NOTES:

- Explained why we chose our idea – reasons and features
- Interview 5 people – personas created on template – specific people including accessibility needs
- Kanban run through – task description, discussion, and delegations with deadlines
- Kanban should be the starting point for team meetings

- Python/Django for back-end, React Native for front-end? Flutter? Explain why!!

ACTION PLAN:

- Familiarise yourself with Balsamiq (test if collaborative)
- Meeting agenda in Git
- Mockup in Git
- Title

11-02-2022

- Time: 07pm
- Venue: online (via discord)
- Chair: Omar Elalfy, Secretary: Anotida Ntini
- Attendee List:
 - Mosfirat Nasreen
 - Daniel Silvester
 - Omar Elalfy
 - Tom Ashton
 - Anotida Ntini
 - Wanpeng Zou

AGENDA:

- Come up with a plan to finish all deliverables of milestone 1.
- Discuss how we are going to assign roles to each team member.
- Retrospective meeting (as per SCRUM project management framework)

NOTES

- Discussed requirements and plan of action for Milestone 1
- Discussed the approach for creating the personas
- Divided the upcoming tasks among team members
- Discussed how tasks were previously being done – decided on a more even distribution of activities throughout the group

ACTION PLAN:

- Part of the group will meet on Sunday at 13:00 to work on the app mock-up.
- The rest will work on the personas document and try to finish it before Monday
- All team members will meet on Monday at 14:00 to review both the mock-up and personas document
- Arrange the next meeting with Jizheng Wan (Wednesday?)
- Meet again after the tutor meeting to finalize our deliverables.

13-02-2022

- Time: 15:20
- Venue: online (via zoom)
- Chair: Omar Elalfy, Secretary: Tom Ashton
- Attendee List:
 - Omar Elalfy
 - Tom Ashton
 - Anotida Ntini
 - Wanpeng Zou
 - Apologies: NONE

AGENDA:

- Look at similar applications for inspiration
- Discuss what screens we will need
- Begin work on mock-up

NOTES:

- Discussed existing services
- Started work on mock-up

ACTION PLAN:

- Ryan – finish wardrobe page
- Tom – make shopping page
- Anotida – make login page and clothes recommendation quiz
- Omar - polish week page and settings page
- Meet on monday to combine pages into finished mock-up

14-02-2022

- Time: 14:10
- Venue: online (via discord)
- Chair: Mosfirat, Nasreen, Secretary: Tom Ashton
- Attendee List:
 - Mosfirat Nasreen
 - Daniel Silvester
 - Tom Ashton
 - Anotida Ntini
 - Wanpeng Zou
 - Apologies: Omar Elalfy

AGENDA:

- Combine individual mock-up pages into final mock-up
- Go through ideas for app names
- Complete personas

NOTES:

- Went through persona questionnaire results
- Discussed quantity and focus of personas

ACTION PLAN:

- Each come up with a few name ideas to discuss in the next meeting
- Mosfirat + Dan – Finish personas
- Tom – Combine mock-up pages into final interactive mock-up
- Ryan + Anotida – Start writing script on mock-up walkthrough
- Meet on Tuesday (13:00)

15-02-2022

- Time: 13:00
- Venue: Zoom
- Chair: Daniel Silvester, Secretary: Wanpeng Zou
- Attendee List:
 - Mosfirat Nasreen
 - Daniel Silvester

- Tom Ashton
- Anotida Ntini
- Wanpeng Zou
- Omar Elalfy

AGENDA:

- Start by reviewing tasks in Kanban
- Review all the names we've come up with for the app
- Review mock-up Tom has compiled
- Review all personas Mosfirat and Dan have made
- Discuss what we want to show off during the Kanban video walkthrough
- Film short (e.g. 1 min) video of Kanban to show Jizheng
- Review what Ryan and Ano have written for the Mock-up script
- Write the rest of the mock-up video script

NOTES:

- Went through the name ideas
- Reviewed the integrated mock-up
- Reviewed the personas
- Retrospective meeting
- Planned for script and finished each part and put it together

ACTION PLAN:

- Meet at 6pm for recording
- Come up with 3 names
- Dan Balsamiq
- Ano writes Omar's part

16-02-2022

- Time:
- Venue:
- Attendee List:
 - Mosfirat Nasreen
 - Daniel Silvester
 - Omar Elalfy
 - Tom Ashton
 - Anotida Ntini
 - Wanpeng Zou

AGENDA:

- Receive feedback on our work so far and what we could do to improve it before the deadline
- Receive preliminary feedback on our mock-up walk-through video
- Discuss Kanban board and justification of SCRUM framework
- Discuss meeting diary and current personas

NOTES:

- Have a 30 second at the beginning of the mock-up video to show how it benefits real people. Also mention that your design is preliminary.
- J might give us more detailed feedback on the video to decide which parts to take out of the video and put the 30 seconds clips.

- Make persona more realistic maybe by adding the real picture, change title of the Bio to Challenges, remove motivation and personality. And submit at least four personas
- Have a look at this <https://kanbanize.com/kanban-resources/getting-started/what-is-wip>
- Some tasks on Kanban are generic should be more specific (break tasks into smaller ones) and assign them to member in a clear way and Work on workflow techniques ?

ACTION PLAN:

- Create a fourth persona, commit changes to all personas, and create a personas pdf.
- Finalise our mock-up video and all deliverables.

18-02-2022

- Time: 11:30
- Venue: online (via zoom)
- Attendee List:
 - Mosfirat Nasreen
 - Daniel Silvester
 - Omar Elalfy
 - Tom Ashton
 - Anotida Ntini
 - Wanpeng Zou

AGENDA:

- Review Kanban board
- Modify mock-up script in accordance with J's recommendations
- Re-record mock-up video
- Record Kanban walk through
- Review Omar's persona
- Retrospective meeting

NOTES:

- We split up features of the Kanban board to write scripts for our video.
- We have created our script and recorded the Kanban walkthrough video
- Task completion went better than last week, hope to see continual improvement – noted improvement since the creation of the rota

ACTION PLAN:

- Finalise all personas using the same layout and sections.
- Finalise all documents for submission.