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 (Ryan)?

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**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?
  + Ryan?
  + 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
* Attendee List:
  + Mosfirat Nasreen
  + Daniel Silvester
  + Omar Elalfy
  + Tom Ashton
  + Anotida Ntini?
  + Ryan?
* Muxuan Lyu – not attended
* 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: PostgresSQL, Python, Javascript+React,
* 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
* Muxuan Lyu – not attended
* 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”
* 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).
* Discussed the possibility of using an alternative tech stack just using python and PostgresSQL

## 03-02-2022

* Time: 12PM
* Venue: online zoom call
* Attendee List:
  + Mosfirat Nasreen
  + Daniel Silvester
  + Omar Elalfy
  + Tom Ashton
  + Anotida Ntini
  + Ryan?
  + Jizheng Wan
* Muxuan Lyu – not attended
* 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
* Recommended to get to grips with Kanban before we explore SCRUM
* Week 3 requires us to plan something (like a GANNT chart in Kanban)
* Recommend we have an ‘action plan’ for each team meeting
* Noted that next week will be an hour-long meeting

## 08-02-2022

* Time: 5pm
* Venue: group study room 01
* Attendee List:
  + Mosfirat Nasreen
  + Daniel Silvester
  + Omar Elalfy
  + Tom Ashton
  + Anotida Ntini
* Muxuan Lyu – not attended
* 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
* 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
  + Ryan
  + Apologies: Muxuan Lya

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
  + Ryan
  + Jizheng Wan
* Muxuan Lyu – not attended

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:
* Attendee List:
  + Mosfirat Nasreen?
  + Daniel Silvester?
  + Omar Elalfy?
  + Tom Ashton?
  + Anotida Ntini?
  + Ryan?
  + Muxuan Lya?
  + Apologies: ?

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.

Notes:

* Decided

Action Plan:

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