Meeting notes for 27th Feb 2023 15:00 by Maryam Gadiali

Everyone in attendance

Aim is to reflect on past sprints, look at how we could improve, discuss user stories and definition of done (changes and additions)

**Reflecting and feedback section:**

Earlier sprints problems include:

* Communication problems,
* We were not used to dealing with user stories,
* Some had struggle with daily stand-ups.
* People were not communicating when they have problems
* Meeting could be better structured such as having a clearer agenda (but also that people need to read the agenda beforehand to know what the current meeting is about)

But we are doing much better now, such as the progress from sprint 1 to sprint 2 process, although there are still improvements to be made

**User stories and definition of done:**

Another aim of this meeting is to generate more user stories.

* We can generate new user stories based upon the feedback
* Need to focus on requirements from checkpoint 3 ( as there is a change from instructions in check 2 to check 3)
* To further better show our increments and show our abiding to the Definition of Done, we should include what DoD points have been accomplished alongside our commit messages. We also should add updates in the issues to show this.
* Now we have premium version of GitLab (which allows us to add weights to our user stories and assign multiple people.
* Need to speak with supervisor on which user stories we go with
* Suggestion made by team members (subject to change): User stories should be marked done before 2/or 3 days before the end of the sprint (maximum lateness deadline so we can leave enough time for testing feedback and reviewing time) – this is an “AIM” not exact
* Everyone should start using Git with IntelliJ in sprint 3, which improves our increments and helping others keep track of our work
* Change DoD to 1 person to test, 1 person to review
* When doing DoD, we need to leave a trace of completion, such as with commit messages and in “Issues”.

Miscellaneous comments:

We need to fix the definition of done according to old feedback, and fix up old user stories

DoD was changed too much to the point we didn’t specify how many people would do the reviewing

We could ask supervisor on Wednesday if he is the one that marks our work

**User story ideas:**

* Login (big user stories, maybe weight of 8) -okta maybe, but another paid substitute was mentioned by Abdul, that has a free trial
* Control panel
* Application status check
* Flagged forms (need to also review forms)
* Reporting (statistics) table – with a search aspect in it
* Converting the old usage of excel database to our new database for easy transition

Miscellaneous comments:

* To implement the login idea, utilise the roles with our university emails (big problem here was how passwords would be implemented)
* If a company has been reject multiple times, the placement teams needs to investigate or block the company

**We set default deadlines for Nina and Bill to hurry work up as other user stories are now starting**

**to depend on their completion. – Monday March 6th 2023 at midnight they have to be done**

My comments:

Perhaps assign the writing of the meeting notes to less attentive members, as it is a way to force their inclusion.

**Things to do after this meeting:**

* Need to speak with supervisor on which user stories we go with
* We could ask supervisor if he is the one who marks our work (can’t particularly remember the significance of this information)
* Need to do project check work
* Update definition of done with adjustments suggested in this meeting (on Wednesday)
* Need to update old and new user stories with appropriate weights
* Everyone needs to read over the 3rd checkpoint instruction and details due to new information
* Monday March 6th 2023 midnight Bill and Nina have to have their user story done (need to decide how we will check this)