**NextLevel**

**Meeting Minutes**

**Sprint 1 Meeting**

**Date: 7 October 2022**

**Project Name:** *NextLevel Research Conference Management System*

**Opening**

The regular meeting of NextLevel research conference management system was called to order at 10:00AM on 7 October, 2022 by Aaron Vincent in SIM.

**Present**

* Aaron Vincent
* Brandon Chew
* Mikael Denys Widjaja
* Patricia Natasha
* Roswin Dingenus
* Wynne Hewitt
* Yechan Kim

**Agenda**

* Sprint 1 Briefing
* Create sprint 1 and add the user story from the backlog in Taiga
* Task distribution of Sprint 1 based of Roles
* Create list of prioritized use cases for Sprint 1
* Setup GitHub for software repositories

**Summary of events**

Sprint 1 Briefing:

All members are to create user stories for the research conference management system to be reviewed by the client through face-to-face meetings in which Brandon Chew will be in charge of. The user stories are to be completed by the end of this meeting.

Prioritized Use Cases

All members have discussed which use cases should be prioritized for sprint 1.

The task has been distributed according to the roles decided during the kickoff meeting.

The System Admin use cases are as followed:

* #1 - Login as a System Admin
* #2 - Login as an Author
* #3 - Login as a Reviewer
* #252 - Login as a Conference Chair
* #4 - Logout from the system (System Admin)
* #242 - Logout from the system (Author)
* #246 - Logout from the system (Reviewer)
* #253 - Logout from the system (Conference Chair)
* #6 - View Users
* #5 - Create User
* #8 - Update Author
* #9 - Update Reviewer
* #18 - Update Conference Chair
* #7 - Update System Admin
* #232 - Update role of Author
* #240 - Update role of Reviewer
* #241 - Update role of Conference Chair
* #220 - Update role of System Admin

The frontend will be done by Wynne Hewitt and Mikael Denys Widjaja while the backend will be done by Brandon Chew and Patricia Natasha.

The prioritized use cases diagrams and programming should be done by sprint 2.

Taiga follow-up

Aaron, the Scrum Master, has added the use cases into sprint 1 on Taiga. Group members may refer to Taiga if required on what tasks are required to be completed.

Github Setup

Brandon will set up the github repository and invite everyone into the github. All group members are expected to download github desktop software for easy access to the repository. Brandon will perform the initial commit with the base project.

**Adjournment**

Meeting was adjourned at 11:30AM by Aaron Vincent . The next regular meeting will be on 14 October, 2022 in SIM.

**Minutes submitted by:** Wynne Hewitt

**Approved by:** Aaron Vincent