

Sprint 1 Observed Scrum Meeting Minutes

Friday January 21ST 9:15

Product Managers Present: Francisco Ferreira Ruiz & Emma Lieu

Team Members Present: Qasim Baig, Luna Cheung, Rory Thomson-Bird, Yousif Luay, Rayyan Nomaan, Moad Sati & Francesca Coss

Minute taker: Francesca Coss

Official Sprint Meeting notes:

Format to Follow:

1. What have you done since the last meeting?
2. What are you planning to do by the next meeting?
3. Did you have any issues?

*No more than a sentence answer for each.

*No more than 30 seconds each.

*Follow the Team Members list. (See below).

*Talk as though the product managers know the details.

*Have your cameras on.

Sprint Smells and Solutions:

- Having long answers
 - Keep all answers to 1 sentence
- Forgetting to answer one of the 3 questions (see the list above)
 - Keep notes for the answers between sprints to help you answer the questions
- Starting late and taking longer than 10 minutes for the whole meeting
 - Be Punctual
 - Keep individual turns to 30 seconds each

Team Member	Since last meeting	By next meeting	Issues
Qasim Baig	PostgreSQL and Git Refresher	Get code running for editing the data	None
Luna Cheung	Created the skeleton project folders	Connecting to the local and online database	None
Rory Thomson-Bird	Set up the required resources Task related research	Awaiting code from other team members needed for his task	None
Yousif Luay	Git Refresher	Start working on the displaying the data	None
Rayyan Nomaan	PostgreSQL and Git Refresher	Work on formatting the data	None
Adil Mushtaq (covid)	(Git Refresher)	(Start working on the online database)	(None)

Moad Sati	PostgreSQL, Git and GitHub Refresher	Loading data from the local host to the Database	None
Francesca Coss	Started looking for resources for securing the database Git Refresher	Start Working on the code and settings for the security of the database	None

Feedback:

- On average, very good timing.
- Rory and Moad took too long and didn't stay on task.
- Follow the group list on Moodle (or see table above).
- Keep your cameras on.
- No need for details.
- Have sentences prepared before the sprint meeting. (Some people keep notebooks).

Unofficial follow up meeting notes:

Coding collaboration teams:

Database: Luna, Adil and Francesca

Data: Rayyan, Yousif, Qasim, Moad, Rory

Unanimous decision for mandatory deadline for all sprint work to be handed in by the second Thursday night of the sprint.

Task Review Meeting: Tuesday January 25th

To get as much of the allocated tasks done as possible to assess possible issues and possibly allocate extra work to get done by the Thursday deadline.

To organise: Team Bonding event once Adil is out of quarantine.