Team 14

Time: 3:30 PM

Date: 6/8/19

Venue: Reid, First Floor, Room 1

**Attendance:**

Mitchel Phillips, Isha Singh, Christian Sivwright, Jason Veljanoska, Mia Wolski, Daniel Maitland, Daniel Cowen (Auditor)

**Reports**

Client Meeting 10 AM, only 2-3 people needed to attend. **If you want to attend, let the team know in messenger**

Mentor Meeting 4 PM

**Agenda**

1. Appointing roles could include:
   1. **Team manager** arranges and chairs meetings, collaborates booked hours and timesheets, as well as minutes for submission on behalf of the team.

* Mitchel Phillips, Christian Sivwright, Isha Singh (nominations)
* **Christian Sivwright elected first Team Manager**
  1. **Client liaison manager**
* Jason Veljanoski
  1. **Project configuration manager** responsible for managing file-naming, saving, version control, dependencies, bottlenecks
* Mia Wolski
  1. **Project controller** responsible for monitoring the schedule, progress, and look-aheads
* Daniel Maitland
  1. **Quality assurance Q/A manager** responsible for ensuring the agreed level of quality and checking the decision against requirements
* Isha Singh, Mitchel Phillips
  1. **Project administrator** responsible for technical query register.

1. Drafting of team charter .
   1. Give 24 hours notice before being unable to make a meeting and 48 hours before being unable to make a deadline or complete an assigned task.
   2. Arrive at least 5 minutes early.
   3. Keep group communications relevant and on track.
   4. Individual responsibility to ask questions and clarify issues when necessary. This may include scheduling a new meeting or approaching people directly through Facebook.
   5. Be aware of the realistic amount of workload you can take and complete to a reasonable standard.
   6. Conflict resolution should be managed by being open with the team manager and team members.
      1. Then contact the Auditor or Unit coordinator if things cannot be resolved.
2. Setting up GIT repo.
3. Delegated to Mia

1. High-level project plan/ Sprint 1 discussion
2. What is the scope of the project? (The Epic)
   1. What we know: we need to build a website that can build ontology-based flow-charts.
   2. “Lucid Charts” provided as an example on the project brief on CITS3200 website.
3. Vue.js - javascript framework. Likely to be the main programming language for this project.
   1. Jason has a lot of experience with this language.
4. Google Firebase to be used for back-end of the project website.
5. Due 21st August (Week 4, Wednesday).
6. Risk Register:
   1. Learning times for new programming languages may affect deadlines.
7. Need to take the requirements and slit them into appropriate sprint backlog tasks for the first sprint.
8. Client meeting prep (qs/clarifications about proposal)
9. Is the client content with our programming language (etc.) proposal?
10. Does the client want the website to remember/save old charts or can we simply refresh the page without saving that data.
11. What does the client want *specifically?*
12. “Tailored for onotolgy diagrams” clarification needed.
13. Collaborative chart building? (Clarification needed)

\*To be had in the CSSE building administration, Friday 10am\*

\*Open for additional questions until Friday\*

**Discussions/ Clarifications**

* Ontology is an web of interconnected topics.
* Resources (links to websites, recommended reading, email notices from unit) should probably be stored on to a single google doc.
* Mentor meeting this Friday, 4pm, University Library
  + “Reid Library”? To be clarified.

**To Do**

* Christian, Isha and Jason to meet with client. Other team members encouraged to attend, although it is not mandatory.
* Team members expected to learn Git and other necessary project utilities.
* Mitchel to take minutes, format them into a text file, and send to Christian.
* Everyone to mark their learning time and meeting times (etc.) into booked hours spreadsheet, then send those to Christian before this Sunday.

**Next Meeting**

* After meeting with client, we need to discuss the design and programming associated with the provided requirements.
* Discuss the 5 sprint 1 deliverables (to be elaborated in next agenda).

**Meeting Close - 4:28pm**

**Addendum (09/08/2019) - Mentor meeting notes:**

* Scrum.org
* Agile Methodology
* Minimum Viable Product (**MVP**)
* Requirements: MOSCOW
  + **M**ust-have
  + **S**hould-have
    - **M/S** are necessary.
  + **C**ould-have
  + **W**ould-have
    - **C/W** are not necessary; can be added if resources permit.
* Requirements: T-shirts
  + What are the sizes of our product requirements?
  + How should we deal with them based on size?
* Define product:
  + What is an ontology (with context to the product)?
* Technical Specifications:
  + Conceptual Design
  + Documentation
* Technical Platforms:
  + Modular
  + GitHub & Git
  + Quality Control
  + Doc
* Roles in Team:
  + Who has what skills and how can they be organized and applied optimally?