Meeting Minutes | Sprint 2

Group 4 - Friday 10:30

Meeting Number #1

Meeting Details

|  |  |
| --- | --- |
| Date: | 04/09/2020 |
| Venue: | Discord |
| Attendees: | Harrison Burr  Jasper Huang  Joel Tan  Michael Lyberopoulos  Nikita Phung |

Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Started Sprint 2 |
| 2 | Organised Sprint Backlog |
| 3 | Completed Scrum Poker |

Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Work on booking functionality | Harrison | 18/09/2020 |
| 2 | Continue learning React/prepare to work on Sprint 2 | Jasper | 07/09/2020 |
| 3 | Continue learning React/prepare to work on Sprint 2 | Joel | 07/09/2020 |
| 4 | Continue learning React/prepare to work on Sprint 2 | Michael | 07/09/2020 |
| 5 | Refactor frontend into a SPA | Nikita | 07/09/2020 |

Meeting Number #2

Meeting Details

|  |  |
| --- | --- |
| Date: | 07/09/2020 |
| Venue: | Discord |
| Attendees: | Harrison Burr  Jasper Huang  Joel Tan  Michael Lyberopoulos  Nikita Phung |

Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Refactored frontend into a single page application |
| 2 | Need to connect the frontend and the backend together |
| 3 | Made a simple navigation bar for admin account |

Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Work on booking functionality | Harrison | 18/09/2020 |
| 2 | Work on customer account - simple profile page. | Jasper | 09/09/2020 |
| 3 | Work on a admin profile page design | Joel | 09/09/2020 |
| 4 | Work on wireframes for adding/editing/removing Employee | Michael | 09/09/2020 |
| 5 | Connect frontend and backend | Nikita | 09/09/2020 |

Meeting Number #3

Meeting Details

|  |  |
| --- | --- |
| Date: | 09/09/2020 |
| Venue: | Discord |
| Attendees: | Harrison Burr  Jasper Huang  Joel Tan  Michael Lyberopoulos  Nikita Phung |

Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Connected frontend and backend - able to render a list of employees. |
| 2 | Made navigation bar for customer and customer profile page |
| 3 | Able to render an add-employee form |
| 4 | Created a booking interface |
| 5 | Need to continue on implementing admin functionalities |

Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Continue work on booking functionality | Harrison | 18/09/2020 |
| 2 | Continue work on wireframe for admin dashboard | Jasper | 11/09/2020 |
| 3 | Continue work on a admin profile page design | Joel | 11/09/2020 |
| 4 | Work on wireframes for adding/editing/removing Employee | Michael | 11/09/2020 |
| 5 | Design add/edit/remove employee functionality based on wireframes | Nikita | 11/09/2020 |

Meeting Number #4

Meeting Details

|  |  |
| --- | --- |
| Date: | 11/09/2020 |
| Venue: | Discord |
| Attendees: | Amir Homayoon Ashrafzadeh  \*  Jasper Huang  Joel Tan  Michael Lyberopoulos  Nikita Phung |

Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Designed frontend to match wireframe design |
| 2 | Created simple add-employee form. |
| 3 | Need to change how the time table is displayed for adding an employee. |
| 4 | Need to keep Clickup updated |

Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Continue work on booking functionality | Harrison | 18/09/2020 |
| 2 | Create an admin dashboard | Jasper | 17/09/2020 |
| 3 | Create an admin profile page | Joel | 17/09/2020 |
| 4 | Work on removing employee functionality | Michael | 17/09/2020 |
| 5 | Need to fix timetable display for adding an employee | Nikita | 14/09/2020 |
| 6 | Complete adding & editing an employee functionality | Nikita | 14/09/2020 |

\*Harrison Burr absent due to internet issues

Meeting Number #5

Meeting Details

|  |  |
| --- | --- |
| Date: | 14/09/2020 |
| Venue: | Discord |
| Attendees: | Harrison Burr  Jasper Huang  Joel Tan  Michael Lyberopoulos  Nikita Phung |

Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Able to add & edit an employee |
| 2 | Fixed timetable for employee |
| 3 | Found small bug with editing employee - not sure what the cause is |

Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Continue work on booking functionality | Harrison | 18/09/2020 |
| 2 | Integrate a many-to-many system for employee and services | Harrison | 16/09/2020 |
| 3 | Continue working on Admin Dashboard | Jasper | 17/09/2020 |
| 4 | Continue working on Admin Profile | Joel | 17/09/2020 |
| 5 | Continue working on remove employee functionality | Michael | 17/09/2020 |
| 6 | Try and fix edit employee issue | Nikita | 16/09/2020 |

Meeting Number #6

Meeting Details

|  |  |
| --- | --- |
| Date: | 16/09/2020 |
| Venue: | Discord |
| Attendees: | Harrison Burr  Jasper Huang  Joel Tan  Michael Lyberopoulos  Nikita Phung |

Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Editing-employee bug suspected to be a rendering issue with React or a syncing issue (suggested by Harrison) |
| 2 | Need to get stories completed so that we can merge everything together. |

Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Continue work on booking functionality | Harrison | 18/09/2020 |
| 2 | Complete Admin Dashboard | Jasper | 17/09/2020 |
| 3 | Complete Admin Profile | Joel | 17/09/2020 |
| 4 | Complete remove employee functionality | Michael | 17/09/2020 |
| 5 | Collect and merge the branches into one. | Nikita | 18/09/2020 |

Meeting Number #7

Meeting Details

|  |  |
| --- | --- |
| Date: | 18/09/2020 |
| Venue: | Discord |
| Attendees: | Amir Homayoon Ashrafzadeh  \*  Jasper Huang  Joel Tan  Michael Lyberopoulos  Nikita Phung |

Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Admin functionality (adding/editing/removing employees) merged and working |
| 2 | Integrated admin functionality, admin page and dashboard into one branch |
| 3 | Need to update ClickUp so that tasks of effort points too (that add up to the story effort score) |

Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Complete work on booking functionality | Harrison | 21/09/2020 |

\*Harrison Burr absent due to family matters

Meeting Number #8

Meeting Details

|  |  |
| --- | --- |
| Date: | 21/09/2020 |
| Venue: | Discord |
| Attendees: | Harrison Burr  Jasper Huang  Joel Tan  Michael Lyberopoulos  Nikita Phung |

Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Booking functionality completed |

Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Integrate CycleCI for our system | Harrison | 22/09/2020 |
| 2 | Revisit/revise how continuous integration works and other concepts | Jasper | 23/09/2020 |
| 3 | Revisit how continuous integration works and other concepts | Joel | 23/09/2020 |
| 4 | Revisit how continuous integration works and other concepts | Michael | 23/09/2020 |
| 5 | Revisit how continuous integration works and other concepts | Nikita | 23/09/2020 |