**MEETING: 01**

**MEMBERS PRESENT:** Danny Van, Chatchapat Dechathawee, Carl Dietz, Minjin Chou

**MEETING CALLED TO ORDER:** 1:10pm - 2:23pm

**REVIEW:** No previous meeting.

**INFORMATION/DISCUSSION**

1. **Housekeeping**

* As it was the first team meeting, introductions were carried out.
* News of Daniel Isman’s departure from the team was shared and discussed.
* Past experience of team members was discussed, particularly in relation to technologies needed for the project, e.g. Maven and React.
* Assignment specifications read through, criteria and milestone dates were discussed by team members.
* General availability/contactability of each team member was shared.

1. **Project Tools/Technologies Discussion**

* Team decided to use Trello rather than Clickup.
* Team agreed upon using a shared google docs folder for documentation storage.
* MS Teams and messenger were agreed upon as primary communication channels.
* Confirmed that everyone has access to the project github repository.
* Use of CircleCI was also agreed upon.
* Team agreed to proceed with Springboot Backend and React frontend - in accordance with assignment specification.

**ACTION ITEMS**

1. **Assignment of team roles (scrum master, product owner, delivery manager ... etc.)**

The following roles were agreed upon by the team:

|  |  |
| --- | --- |
| Scrum Master | Danny |
| Product Owner | Carl |
| Backend lead | Minjin, Danny |
| Frontend lead | North, Carl |
| Delivery Owner | Carl, Danny |

1. **Look at who can do what for the high level stories for next week's milestone**

The below user stories were assigned for completion to a team member, by colour - Carl/Blue, Green/North, Red/MJ, Yellow/Danny, White/To be assigned.

|  |
| --- |
| 1. As an admin, I want to be able to add and edit all AGME employee profiles |
| 1. As an admin, I want to be able to find, view and sort customer bookings |
| 1. As an admin, I want to be able to manage working times and dates for my employees |
| 1. As a user, I want to be able to login. |
| 1. As a user, I want to edit my user profiles details - password, name, etc |
| 1. As a customer, I want to be able to create an account. |
| 1. As an employee, I want to be able to see my assigned hours and services. |
| 1. As an employee, I want to be able to provide my availability. |
| 1. As a customer, I want to be able to modify my list of bookings |
| 1. As a customer, I want to be able to make bookings |

1. **Additional Actions**

-Carl elected to contact Prof. Lawrence to confirm team status in light of Daniel’s departure.

-Carl is to contact Homy to obtain more information on CircleCI.

-Danny will set up a Trello board

-MJ will begin prototyping and researching for backend development

-North will begin prototyping and researching for frontend development

-Each group member was assigned 2 user stories to consolidate on.

**NEXT MEETING: 5/8/2020**