

**Group: 2.THURS-18.30-5**  
**Meeting Minutes**

**Weekly Scrum Meeting Minutes**  
**Meeting No: 1, Week 6**

<b>Date:</b>	25/8/2020
<b>Venue:</b>	Online (Teams)
<b>Attendees:</b>	Ali Khosravi, Donald U'Ren, Ge Lee
<b>Apologies:</b>	
<b>absences:</b>	
<b>Copy To:</b>	-

No.	Issue	Discussion	Action	Member	Deadline
1	Team member drop out	The team got in touch with Lawrence and Reza in regards to a team member dropping out. The team is now a group of 3. Lawrence proposed a number of actions, including moving to other teams, getting new members, or adjusting product backlog	The team will discuss the product backlog with Reza in our next meeting, with the aim of reducing functional requirements due to small team size	All	27/8
2	Frontend Progress	Most frontend items have been completed. Since our last meeting, only the User Dashboard remains to be completed.	Aim to have done by Thursday, demo to client	Ali, Ge	27/8
3	Backend Progress	As Carlo was assigned to backend tasks, the team will need to reconfigure roles/tasks/responsibilities to ensure tasks are completed.	Ali will assist Don on unit testing for Controller classes	Ali	Ongoing
		Remaining backend items include: Business and Booking, along with additional unit testing	Don will complete Booking and Business for Sprint 1	Don	End of Sprint 1
4	Issues – Bookings	The team clarified the Booking process/flow. The team are unsure as to whether a user should input preferred time before/after selecting a service Options: - a user will filter services by a specific booking time	Discuss options with the client and seek their feedback/suggestions	All	27/8

		<ul style="list-style-type: none"> <li>- a user will filter workers for a chosen service by a specific booking time</li> </ul>			
5	Admin	<p>The team discussed a number of administrative issues</p> <ul style="list-style-type: none"> <li>- Sprint 1 will conclude mid-sem break, and the team will start Sprint 2 in Week 7</li> <li>- Circle CI – ready to setup now that admin issues have been fixed</li> <li>- Lab requirements for week 6 – regular scrum meeting</li> </ul>	NA	NA	NA