

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

**Weekly Scrum Meeting Minutes**  
**Meeting No: 2 Week 7**

<b>Date:</b>	10/9/2020
<b>Venue:</b>	Online (Teams)
<b>Attendees:</b>	Ali Khosravi, Donald U'Ren, Ge Lee, Reza Soltanpoor
<b>Apologies:</b>	
<b>absences:</b>	
<b>Copy To:</b>	-

No.	Issue	Discussion	Action	Member	Deadline
1	Milestone 1 Review	<p>The team received feedback from the client/supervisor in regards to our first project milestone. Overall the team did very well in terms of achieving significant project goals for Milestone 1. Below are some comments and points in regards to process improvement</p> <ul style="list-style-type: none"> <li>- Pull Request: assign member to review code <ul style="list-style-type: none"> <li>o The team had done this one some but not every pull request.</li> <li>o Ali enquired into having the entire team review or a single member</li> <li>o Reza advised that due to small team size (3 members), assign to whoever would have the best oversight for that task (i.e. frontend, backend etc)</li> <li>o 1 person writes, 1 person reviews</li> </ul> </li> <li>- Submission – code quality was good but there was redundant/commented out code and TODO items</li> </ul>	<p>The team will take the advice on-board and improve process for future submissions in particular:</p> <ul style="list-style-type: none"> <li>- Frequent use of pull requests and code reviews</li> <li>- Tidy code before submission, add detailed comments</li> </ul>	All	Ongoing

2	Milestone 2 Advice	<p>The client/supervisor provided the team with advice in regards to Milestone 2</p> <ul style="list-style-type: none"> <li>- Review the rubric</li> <li>- Be familiar with what is being assess for MS2</li> <li>- Already doing a great job, so don't lose marks by missing any requirements</li> </ul>	The team will keep on track and review MS2 requirements as we progress towards that goal.	All	Ongoing
3	Sprint Planning	<p>The team discussed a few Sprint Planning items with the client/supervisor</p> <ul style="list-style-type: none"> <li>- Aiming to focus on Customer functionality for Sprint 2 as this is core to being able to use the application</li> </ul> <p>The team also raised the issue of reducing the product backlog due to team member drop-outs – the previously proposed item has very little impact on reducing workload/requirements</p> <ul style="list-style-type: none"> <li>- The client approved that we could revist this issue as we progress, and that not being able to address some items in Sprint 3 will not be an issue</li> <li>- The main point is that we can revisit this based on team progress</li> </ul>	The team will create a Sprint Planning document and update the ClickUp accordingly	All	11/9