

Group: 2.THURS-18.30-5
Stand-up Meeting Minutes

Stand-up 1 Meeting Minutes
Meeting No: 1, Week 3

Date:	4/8/2020
Venue:	Online (Teams)
Attendees:	Ali Khosravi, Carlo Manfredi, Donald U'Ren, Ge Lee
Apologies:	
absences:	
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No.	Issue	Discussion	Action	Member	Deadline
1	Team roles	Discussion of team roles and team member preferences, and members preferences for development responsibilities.	Product Owner – Ali Scrum Master, Minute taker – Donald Possible rotation of roles after first sprint	ALL	N/A
2	User Stories	Discussion of progress on user stories. A number of questions were raised which require further clarification from the client: <ul style="list-style-type: none"> - Do stories relate to users of our frontend, or also API users? - How does a worker receive their login information? - How are admin users registered? - Are employee work hours weekly or date specific? - What does new booking (Admin functionality) refer to? 	Raise the noted questions on Thursday (6/8) with Client	ALL	6/8/2020
3	Management Tools	Discussion of code/project management tools to use. GitHub is correctly setup, with minor additions needed to readme. Teams will be used for general communication. ClickUp will be used for task management, requires setting up.	Setting up ClickUp board, and populate product backlog with current user stories	Ali	6/8/2020