Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 5

## Meeting Details

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| Date: | 10/08/2020 |
| Venue: | MS Teams |
| Attendees: | Ryan Babij  Jordan Sorrenti  Hollie Steinman  Matthies Abera (PO)  Luke Davoli (SM) |
| Apologies: | N/A |

## Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | What we’re going to do:   * Matt and Hollie to discuss design planning * Matt and Hollie looking through tutorials to understand React * Jordan and Ryan to start planning how services will be laid out * Luke learning how to do unit testing with Spring Boot and taking care of Scrum Master duties   What hurdles do we need to overcome:   * Matt still needs to be added to GitHub repo * Hollie learning new technologies such as NodeJS/React * Ryan figuring out how Spring Boot works and how it will communicate with React’ * Coming to an understanding as a team how we will work with GitFlow, branching, etc. |
| 2 | Trello Board information: add tasks to checklists within each user story for front-end, back-end and testing. Move stories between lists as progress changes from to-do to doing to done to ensure that the burndown chart is updated. |
| 3 | Acceptance criteria template and document is in the files tab for us to write our acceptance criteria into. We will review these as a team on Wednesday. |
| 4 | Jordan provided a demo for the Spring Boot setup. |
| 5 | Matt and Hollie having meeting as Front-end team to discuss design plan and general aesthetic of the website today. |
| 6 | Jordan and Ryan having meeting as Back-end team to discuss design for back-end services. |
| 7 | Next meeting scheduled for Wednesday 2pm to perform a stand up and review acceptance criteria. |

## Action Items

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| No. | Item | Who | By |
| 1 | Write acceptance criteria for all user stories. | Everyone | Wednesday 2pm |
| 2 | Back and front-end dev team meetings | Matt/Hollie and Ryan/Jordan | Now |
| 3 | Begin Sprint 1! | Everyone | Now |