

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 18

Duration: 1hr 48min

Meeting Details

Date:	24/09/2020
Venue:	Microsoft Teams
Attendees:	Jack Williams Julian Rizzo Theodore Politis Dulshan Kodithuwakku Ghaida Alharb Guest: Sachin
Apologies:	N/A

Information / Decisions

No.	Item
1	Sprint planning document for spint 4: <ul style="list-style-type: none">Additional features to be given by owner (Sachin)Continuous deployment
2	Addition of two extra user stories to ensure coverage of all features for this project is maximal. A quick sprint poker was completed to determine effort point required to complete these tasks.
3	JSON Web Token to be investigated for this sprint. Possible implementation for Login page

Action Items

No.	Item	Who	By
1	Update documentation to reflect Sprint 4 actions	All	27/09/20
2	Begin research and developement based on sprint backlog allocations	All	2

Planning Poker

- **As an employee i want to set my availability for each day so that i can schedule time off for myself**

We believe this task will require 3 effort points as this will require adding various fields that are not already implemented in the existing system models. As a results, these additional fields will need to be handled in multiple areas of the system such as back end processing and handling requests fromt the front end.

- **As an owner i would like the client to not be able to cancel a booking withing 48 hours so that my employees can better prepare**

We believe this task will only require 1 effort point as most of this feature will only need to be developed in the front end. All it reauires is a quick date validation prior to submitting the cancel (DELETE) request to the system.