Meeting Minutes

# Meeting No: 1

## Meeting Details

|  |  |
| --- | --- |
| Date: | 29/07/2020 |
| Venue: | MS Teams |
| Attendees: | Mohamad Ali  Surinder Kaur  Stephen Radley |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Overviewed the project with the Product Owner |
| 2 | Addressed the lack of team members in the group |
| 3 | Went through tool set up with Product Owner |
| 4 | Discussed the Scrum Process with the Product Owner |

## Action Items

|  |  |  |
| --- | --- | --- |
| No. | Item | Who |
| 1 | Creating Communication Channel | Stephen |
| 2 | Set up GitHub Repository | Stephen |
| 3 | Set up Trello Board with Sample User Story | Stephen |

# Meeting No: 2

## Meeting Details

|  |  |
| --- | --- |
| Date: | 3/08/2020 |
| Venue: | MS Teams |
| Attendees: | Surinder Kaur  Stephen Radley  Shenwei Guo  Ke Wang |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Updated new members with our current progress |
| 2 | Established work to be completed prior to next meeting with the Product Owner |
| 3 | Outlined structure for the user stories |
| 4 | Clarified what sprint planning should include |
| 5 | Planned next meeting with the Product Owner |

## Action Items

|  |  |  |
| --- | --- | --- |
| No. | Item | Who |
| 1 | Write at least two user stories each | Everyone |

# Meeting No: 3

## Meeting Details

|  |  |
| --- | --- |
| Date: | 05/08/2020 |
| Venue: | MS Teams |
| Attendees: | Mohamad Ali  Surinder Kaur  Stephen Radley  Shenwei Guo  Ke Wang |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Product Owner reviewed PBI’s from each team member |
| 2 | Review GitHub – established that GitHub needs be re-setup to RMIT organisation |
| 3 | Product Owner clarified project – specifically business owner’s role |
| 4 | Discussed plans for first sprint – focus on developing login in and registration |
| 5 | Established Scrum Master for current sprint |
| 6 | Assigned members to backend and front end   * Back end: Stephen Radley & Surinder Kaur * Front end: Ke Wang & Shewnei Guo |
| 7 | Addressed that user stories need to be broken down |
| 8 | Tasks assigned to each member to complete before next meeting |

## Action Items

|  |  |  |
| --- | --- | --- |
| No. | Item | Who |
| 1 | Re-set up GitHub to RMIT organisation | Stephen |
| 2 | PBI Tasks Estimated | Whole Group |
| 3 | Writing Acceptance Tests | Everyone |
| 3 | Learning REACT | Ke & Shewnei |
| 4 | Setting Up GitHub File System and Architecture | Stephen |
| 5 | Documentation – Meeting Minutes + Sprint Planning Notes | Surinder |
| 6 | Adding User Stories + Breaking Down Epics | Surinder |