Meeting Minutes

# Meeting No: 1

## Meeting Details

|  |  |
| --- | --- |
| Date: | 12/08/2020 |
| Venue: | MS Teams |
| Attendees: | Surinder Kaur  Stephen Radley  Shenwei Guo |
| Apologies: | Ke Wang – Had Other Academic Commitments |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Task prioritization discussed |
| 2 | As user stories contain both back-end and front-end implementation, user stories will be split into tasks, these tasks will be assigned to different members |
| 3 | Discussed the effort for each sprint backlog item |
| 4 | Assigned member responsible for taking meeting minutes |
| 5 | As Stephen has experience with REACT, potential plans for a meeting were discussed with to help the front-end team members. |
| 6 | Ensuring acceptance tests have been completed by all members |

## Action Items

|  |  |  |
| --- | --- | --- |
| No. | Item | Who |
| 1 | Sprint Backlog items prioritization | Everyone |
| 2 | Tasks created for each user story for the current sprint | Stephen |
| 3 | Assign Activity Points for Sprint Backlog Items | Everyone |
| 3 | Get Communication Logs | Stephen |
| 4 | Recording Meeting Minutes | Surinder |
| 5 | Writing Up Sprint Planning Notes | Surinder |
| 6 | Finish off Acceptance Tests | Everyone |

# Meeting No: 2

## Meeting Details

|  |  |
| --- | --- |
| Date: | 12/08/2020 |
| Venue: | MS Teams |
| Attendees: | Surinder Kaur  Stephen Radley  Shenwei Guo  Ke Wang  Mohamad Ali |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Product Owner reviewed the Backlogs – minor adjustments were made   * Current Sprint and Sprint Planning columns were merged * Adjusted product Backlog to these changes |
| 2 | Product Owner discussed expectations for next meeting:   * Overviewing Sprint 1 Planning * Completing Sprint 0 Retrospective |
| 3 | Clarified expectations for retrospective – Will be for Sprint 0 |
| 4 | Clarified sprint planning notes expectations |
| 5 | Fixed Up Issue with GitHub repository |

## Action Items

|  |  |  |
| --- | --- | --- |
| No. | Item | Who |
| 1 | Refined Sprint Backlog and Product Backlog | Stephen |
| 2 | Connected GitHub repository with RMIT organisation | Surinder |

# Meeting No: 3

## Meeting Details

|  |  |
| --- | --- |
| Date: | 12/08/2020 |
| Venue: | MS Teams |
| Attendees: | Mohamad Ali  Surinder Kaur  Stephen Radley  Shenwei Guo  Ke Wang |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Overviewed expectations for first submission |
| 2 | Since Stephen set up the front end, plans were made for him to go over it with the front-end team members before development begins |
| 3 | Discussed plans for Sprint 1: main focus on implementing login and registration |
| 4 | Discussed additional user stories to add – Homepage business owner, worker |
| 5 | Discussed how documentation should be structured – separated based on sprint |
| 6 | Allocated tasks for team members |
| 7 | Discussed sprint 0 retrospective |
| 8 | Explicitly scheduled next meeting |

## Action Items

|  |  |  |
| --- | --- | --- |
| No. | Item | Who |
| 1 | Product Backlog refinement | Everyone |
| 2 | Write Up Acceptance Criteria | Surinder |
| 3 | Write Up Acceptance Test | Surinder |
| 4 | Write Up Sprint Planning Notes | Surinder |
| 5 | Completed design documentation | Stephen |
| 6 | Basic implementation and Setting up Code | Stephen |
| 7 | Continue getting familiar with REACT | Ke and Shenwei |

# Meeting No: 4

## Meeting Details

|  |  |
| --- | --- |
| Date: | 16/08/2020 |
| Venue: | MS Teams |
| Attendees: | Surinder Kaur  Stephen Radley  Shenwei Guo  Ke Wang |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Discussed what needed to be completed for Milestone 1 |
| 2 | Completed the Peer Assessment |
| 3 | Went through Spark Plus |
| 4 | Clarified how worker accounts were created – Business accounts created them |
| 5 | Clarified expectations for next meeting with the Product Owner |
| 6 | Scheduled next meeting – Next Wednesday |

## Action Items

|  |  |  |
| --- | --- | --- |
| No. | Item | Who |
| 1 | Peer Assessment | Everyone |
| 2 | Meeting Minutes | Surinder |
| 3 | Spark Plus Peer Review | Everyone |
| 4 | Gather required material and submitting for Milestone 1 | Stephen |

# Meeting No: 5

## Meeting Details

|  |  |
| --- | --- |
| Date: | 19/08/2020 |
| Venue: | MS Teams |
| Attendees: | Surinder Kaur  Stephen Radley  Shenwei Guo  Ke Wang |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Reviewed Sprint 1 Planning Notes with the Product Owner |
| 2 | Discussed the Retrospective with the Product Owner   * Should add action items * Refined and added to existing retrospective * Should consider both internal and external factors |
| 3 | Inquiring about next week’s progress marks |
| 4 | Discussing how to go about implementing user stories |
| 5 | Scheduled meeting with Stephen to go over REACT with Ke and Shenwei |
| 6 | Stephen demonstrated a Pull Request for Merging |
| 7 | Scheduled meeting with Stephen to go over Spring Boot with Surinder |
| 8 | Discussed potential re-assignment of tasks |

## Action Items

|  |  |  |
| --- | --- | --- |
| No. | Item | Who |
| 1 | Meeting for REACT | Stephen, Ke and Shenwei |
| 2 | Metting for Spring Boot | Stephen and Surinder |

# Meeting No: 6

## Meeting Details

|  |  |
| --- | --- |
| Date: | 26/08/2020 |
| Venue: | MS Teams |
| Attendees: | Surinder Kaur  Stephen Radley  Mohamad Ali |
| Apologies: | Late Arrivals:   * Shenwei Guo * Ke Wang |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Discussed late members – may reschedule meeting with Product Owner so other members are able to attend. |
| 2 | Did a sprint stand up meeting with the Product Owner – discussing current progress |
| 3 | Product Owner reviewed Trello Board – User Stories are now moved to ‘In Progress’ |
| 4 | Discussed expectations for Milestone 2 – Need to complete two sprints |
| 5 | Talked about team’s velocity – May not be able to complete all backlog item by the end of the current sprint |
| 6 | Discussed what each member will be working on for the remainder of the sprint |
| 7 | Negotiated an appropriate time with Ke and Shenwei to ensure that can attend meeting on time. - around 4:45pm (Still need to confirm with Product Owner) |

## Action Items

|  |  |  |
| --- | --- | --- |
| No. | Item | Who |
| 1 | Setting up Database for Login and Registration | Stephen |
| 2 | Implementing end points | Surinder |
| 3 | Reschedule Product Owner Meeting around 4:45pm | Stephen |
| 4 | Completing Front end for login and registration | Ke and Shenwei |