Meeting Minutes

# Meeting No: 1

## Meeting Details

|  |  |
| --- | --- |
| Date: | 02/09/2020 |
| Venue: | MS Teams |
| Attendees: | Surinder Kaur  Stephen Radley  Shenwei Guo  Ke Wang |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Overview of Milestone 2 expectations |
| 2 | Reconsolidating what each team member’s needs to do |
| 3 | Discussed proper branching approach |
| 4 | Established next meeting time: Monday 10:30am |

## Action Items

|  |  |  |
| --- | --- | --- |
| No. | Item | Who |
| 1 | Implementing Login functionality for Front End | Ke and Shenwei |
| 2 | Setting up Database for Login and Registration | Stephen |
| 3 | Implementing API end points | Surinder |

# Meeting No: 2

## Meeting Details

|  |  |
| --- | --- |
| Date: | 07/09/2020 |
| Venue: | MS Teams |
| Attendees: | Surinder Kaur  Shenwei Guo  Ke Wang |
| Apologies: | Absent: Stephen Radley |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Discussed the teams' progress |
| 2 | Identified issue with connecting front end to back end |
| 3 | Need to confirm with Stephen our meeting time with the tutor |
| 4 | Overviewed expectations for next meeting with the Product Owner |

## Action Items

|  |  |  |
| --- | --- | --- |
| No. | Item | Who |
| 1 | Implementing Login functionality for Front End | Ke and Shenwei |
| 2 | Setting up Database for Login and Registration | Stephen |
| 3 | Implementing API end points | Surinder |

# Meeting No: 3

## Meeting Details

|  |  |
| --- | --- |
| Date: | 09/09/2020 |
| Venue: | MS Teams |
| Attendees: | Surinder Kaur  Shenwei Guo  Ke Wang  Stephen Radley  Mohamad Ali |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Updated Product Owner with our progress   * currently slow progress, hope to speed up with work going forward |
| 2 | Discussed Milestone 1 feedback with the Product Owner |
| 3 | Feedback about Trello board – have separate done section for each sprint |
| 4 | Discussed Milestone 2 expectations   * Can create a tag release instead of branch release * Ensure you have regular Sprint Stand Up Meetings * Expected continuous integration * Don’t need to have continuous deployment for this milestone |
| 5 | Next meeting will be on Monday at 10:30am |
| 6 | Fixed up technical issues |

## Action Items

|  |  |  |
| --- | --- | --- |
| No. | Item | Who |
| 1 | Email Lawerance about Docker and AWS deployment | Stephen |
| 2 | Get Customer Controller completed | Surinder |
| 3 | Working on Sessions | Stephen |
| 4 | Fix up branching issue | Ke |
| 5 | Front end – Customer Login | Ke |
| 6 | Front end – worker login | Shenwei |

# Meeting No: 4

## Meeting Details

|  |  |
| --- | --- |
| Date: | 14/09/2020 |
| Venue: | MS Teams |
| Attendees: | Surinder Kaur  Shenwei Guo  Ke Wang  Stephen Radley |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Discussed everyone’s progress with their work |
| 2 | Issue raised with wrong branch name |
| 3 | Issue raised again about incorrect branching with Ke |
| 4 | Concerns raised about lack of work present within GitHub for Front End |
| 5 | Touched on Unit Test |
| 6 | Finalised next meeting time |

## Action Items

|  |  |  |
| --- | --- | --- |
| No. | Item | Who |
| 1 | Individual Unit Tests | All |

# Meeting No: 5

## Meeting Details

|  |  |
| --- | --- |
| Date: | 16/09/2020 |
| Venue: | MS Teams |
| Attendees: | Surinder Kaur  Shenwei Guo  Stephen Radley |
| Apologies: | Ke Wang – Had Test |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Discussed progress with creating Unit Tests   * Shenwei addressed issues with creating Unit Tests * Reviewed new unit tests created by group members |
| 2 | Preparation for demoing Unit Tests with Product Owner |
| 3 | Still no work done for front end registration - discussed that it will be completed by Friday |
| 4 | Clarified writing up REACT unit tests – Should refer to Week 5 Tutorial |
| 5 | Planned further discussion of future steps for the project after the meeting with the tutor. |

## Action Items

|  |  |  |
| --- | --- | --- |
| No. | Item | Who |
| 1 | Front end Registration (complete by Friday) | Shenwei and Ke |

# Meeting No: 6

## Meeting Details

|  |  |
| --- | --- |
| Date: | 16/09/2020 |
| Venue: | MS Teams |
| Attendees: | Surinder Kaur  Shenwei Guo  Stephen Radley  Ke Wang  Mohamad Ali |
| Apologies: |  |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Unit Tests didn’t need to be demoed in class – just submitted on Canvas |
| 2 | Discussed Monday’s Milestone submission expectations |
| 3 | Next week product will be demoed – discussed which user stories were implemented |
| 4 | Sprint Review commenced   * Demo backend functionality for both login and registration * Not much could be demoed for front end |
| 5 | Addressed issue with Ke and Shenwei’s lack of contribution |
| 6 | Reduced scope for front end to 3 user stories |
| 7 | Scheduled meeting tomorrow for Stephen to go over front end with Ke and Shenwei |
| 8 | Need to add contribution percentage within spring documentation |
| 9 | Ke and Shenwei need to send update on their work to Mohammad on Friday |

## Action Items

|  |  |  |
| --- | --- | --- |
| No. | Item | Who |
| 1 | Complete Registration | Ke and Shenwei |
| 2 | Complete Unit Tests | Ke and Shenwei |
| 3 | Holding meeting to go over front end and git | Stephen |
| 4 | Writing Up Test Report | Surinder |

# Meeting No: 7

## Meeting Details

|  |  |
| --- | --- |
| Date: | 20/09/2020 |
| Venue: | MS Teams |
| Attendees: | Surinder Kaur  Shenwei Guo  Stephen Radley  Ke Wang |
| Apologies: |  |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Planning to submit Milestone 2 on Tuesday |
| 2 | Scheduled next meeting on Tuesday   * Discuss contribution |
| 3 | Clarified Test Cases - written based on acceptance tests |
| 4 | Need more tests for front-end |

## Action Items

|  |  |  |
| --- | --- | --- |
| No. | Item | Who |
| 1 | Complete 4-5 Unit Tests for front end | Ke and Shenwei |
| 2 | Adding Continuous Integration | Stephen |
| 3 | Writing Up Test Cases | Surinder |

# Meeting No: 8

## Meeting Details

|  |  |
| --- | --- |
| Date: | 22/09/2020 |
| Venue: | MS Teams |
| Attendees: | Surinder Kaur  Stephen Radley  Ke Wang |
| Apologies: | Absent: Shenwei Guo |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Discussed the final work needed for Milestone 2 submission |
| 2 | Scheduled meeting for 7pm to do CI and Testing |
| 3 | Sprint Review documentation not compulsory |
| 4 | Update on front end test – Don't need to worry too much if they’re complete |
| 5 | Reminder to complete Spark Plus |

## Action Items

|  |  |  |
| --- | --- | --- |
| No. | Item | Who |
| 1 | Complete Spark Plus Peer Assessment | All |
| 2 | CI and Testing Meeting | Stephen and Surinder |