

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 1

Meeting Details

Date:	28/07/2020
Venue:	Microsoft Teams
Attendees:	Jonathan Vernik Jack Doyle Mitchell Slavik Jason Song
Apologies:	N/A

Information / Decisions

No.	Item
1	How we would split up roles within the group such as Scrum master and developers.
2	Read the requirements for milestone 1 to familiarise the group with what is expected for submission
3	Start writing user stories to get teachers' feedback, so we can start getting feedback from our tutor

Action Items

No.	Item	Who	By
1	We decided on alternating scrum master roles and developers' roles such that everyone gets to do a bit of everything	Everyone	The group
2	-	-	-
3	Everyone was assigned two functional requirements to write user stories about those requirements, planned to be finished before the tute lesson on 29/07/2020	Everyone	The group

Meeting No: 2

Meeting Details

Date:	29/07/2020
Venue:	Microsoft Teams
Attendees:	Jonathan Vernik Jack Doyle Mitchell Slavik Jason Song Muhammad Ali (tutor)
Apologies:	N/A

Information / Decisions

No.	Item
1	Introducing ourselves with the tutor and a bit of getting to know each other
2	Tutor explained how we do stand-up meetings
3	Tutor answered course/project queries

Action Items

No.	Item	Who	By
1	-	-	-
2	We demoed an example standup meeting	Everyone	The group

Meeting No: 3

Meeting Details

Date:	01/08/2020
Venue:	Microsoft Teams
Attendees:	Jonathan Vernik Jack Doyle Mitchell Slavik Jason Song
Apologies:	

Information / Decisions

No.	Item
1	Discussed if there were any questions/queries we were having within the course
2	Went over the work we intended to get done in this meeting from the scrum poker. We determined what the values of our scrum poker as 1 point is estimating half a days work

Action Items

No.	Item	Who	By
1	Discussed the queries and posted them to the canvas forum	Everyone	The group
2	Conducted scrum poker taking about 10 minutes	Everyone	The group
3	Revealed the ratings we gave each user story and discussed why we gave the user story any certain ratings and debated on any conflicting rating	Everyone	The group

Meeting No: 4

Meeting Details

Date:	03/08/2020
Venue:	Microsoft Teams
Attendees:	Jonathan Vernik Jack Doyle Mitchell Slavik Jason Song
Apologies:	

Information / Decisions

No.	Item
1	With a dentist emergency from Jason setting back the meeting by half an hour
2	
3	

Action Items

No.	Item	Who	By
1	Discussed the queries and posted them to the canvas forum	Everyone	The group
2	We assigned Mitchell as the scrum master for this sprint. Due to change in the coming sprints to share the workload evenly	Everyone	The group
3	Began planning for the sprint 0 and the timeline we intend to work along	Everyone	The group
4	Setup the Clickup with our planning	Jason	Jason

Meeting No: 5

Meeting Details

Date:	05/08/2020
Venue:	Microsoft Teams
Attendees:	Jonathan Vernik Jack Doyle Mitchell Slavik Jason Song
Apologies:	N/A

Information / Decisions

No.	Item
1	Showed to tutor the user stories and acceptance criteria we had done
2	After getting feedback we reviewed our user stories and chose the select only the most important ones to keep in our backlog narrowing down our focus
3	Assigned each user story a priority rating to make it easier to know where the group should be focusing

Action Items

No.	Item	Who	By
1	Reviewed as a group some example acceptance testing and looked over the template provided so we could limit confusion and raise any doubts while we were all still in the call	Everyone	The group
2			
3			

Meeting No: 6

Meeting Details

Date:	08/08/2020
Venue:	Microsoft Teams
Attendees:	Jonathan Vernik Jack Doyle Mitchell Slavik Jason Song
Apologies:	N/A

Information / Decisions

No.	Item
1	Discussed the correct way of adding backlog items into the clickup as each member seem to have done it differently in previous scrum subjects
2	Delegated the task of writing definitions of done evenly between all 4 members
3	Discussed how we would go about writing out acceptance tests

Action Items

No.	Item	Who	By
1	Reviewed the backlog and made any additions we though necessary	Everyone	The group
2	Added the backlog items from the excel spreadsheet into the clickup	Jason	Jason
3			

Meeting No: 7

Meeting Details

Date:	12/08/2020
Venue:	Microsoft Teams
Attendees:	Jonathan Vernik Jack Doyle Mitchell Slavik Jason Song
Apologies:	N/A

Information / Decisions

No.	Item
1	Had in class progress check with tutor
2	Cleared up a miscommunication about the process of this first sprint
3	

Action Items

No.	Item	Who	By
1	Discussing with the tutor we redirected our focus to completing the Definitions of Done and adding the foundational framework into the git	Everyone	The group
2			
3			

Meeting No: 8

Meeting Details

Date:	16/08/2020
Venue:	Microsoft Teams
Attendees:	Jonathan Vernik Mitchell Slavik Jason Song
Apologies:	Jack Doyle

Information / Decisions

No.	Item
1	Losing a group member and having multiple assignments due this weekend we realised we would be under a bit of pressure moving forwards
2	Discussed how we should proceed with only 3 members
3	

Action Items

No.	Item	Who	By
1	Emailed the tutor and lecturer about losing a group member	Everyone	Jonathan
2	Went over what was left to be completed before submission of milestone 1	Everyone	The group
3	Review the DoD we had completed upto this point and made it our priority to setup code in the git, finish the DoD and move documents into git	Everyone	The group
4	Completed both sprint retro for current sprint and sprint planning for sprint we are moving into	Everyone	The group

Meeting No: 9

Meeting Details

Date:	XX/XX/2020
Venue:	Microsoft Teams
Attendees:	Jonathan Vernik Jack Doyle Mitchell Slavik Jason Song
Apologies:	N/A

Information / Decisions

No.	Item
2	
3	

Action Items

No.	Item	Who	By
1		Everyone	The group
2	-	-	-
3		Everyone	The group