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 familirise 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 |
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## Action Items

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| 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 |
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# Meeting No: 2

## Meeting Details

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| --- | --- |
| 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 |
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## Action Items

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

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| --- | --- | --- | --- |
| 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 |
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# 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

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| --- | --- | --- | --- |
| 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 |
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## Action Items

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| 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 |
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# 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

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| --- | --- | --- | --- |
| 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 |  |
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## Action Items

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| --- | --- | --- | --- |
| 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 |
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# Meeting No: 8

## Meeting Details

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

## Information / Decisions

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| --- | --- |
| 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

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| --- | --- | --- | --- |
| 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

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

## Information / Decisions

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| No. | Item |
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## Action Items

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