Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 1

## Meeting Details

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| --- | --- |
| Date: | 05/08/2020 |
| Venue: | MS Teams & Discord |
| Attendees: | Midori Verdouw  Van Pham  Julian Tjiong  [Hon Khuin Jonathan Cheong](https://trello.com/honkhuinjonathancheong1) |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1. | Formed the first product backlog with each member’s user stories |
| 2. | Formed sprint 1 backlog of three user stories |
| 3. | Decided the unit of story points (estimation) to use T-shirt size |
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|  |  |

## Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
|  | Consider priority and estimation to user stories | Everyone | 09/08/2020 |
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# Meeting No: 2

## Meeting Details

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| --- | --- |
| Date: | 09/08/2020 |
| Venue: | Discord |
| Attendees: | Midori Verdouw  Van Pham  Julian Tjiong  [Hon Khuin Jonathan Cheong](https://trello.com/honkhuinjonathancheong1) |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1. | Assign user stories for sprint 1 to each team members |
| 2. | Estimate effort & priority of user stories |
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## Action Items

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| No. | Item | Who | By |
| 1. | Register new worker | Julian |  |
| 2. | Edit worker schedule | Van |  |
| 3. | Customer check available days/time service | Midori |  |
| 4. | Homepage for users | Jonathan |  |
| 5. | Write acceptance tests for two user stories | Everyone | 12/08/2020 |

# Note: Each member splits their user stories (1 – 4) into tasks to prepare for the sprint 1.

# Meeting No: 3

## Meeting Details

|  |  |
| --- | --- |
| Date: | 12/08/2020 |
| Venue: | Ms Teams & Discord |
| Attendees: | Midori Verdouw  Van Pham  Julian Tjiong  [Hon Khuin Jonathan Cheong](https://trello.com/honkhuinjonathancheong1) |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1. | Added Milestone 1 to Sprint 1 Backlog |
| 2. | Added Sprint 2 Planning to Sprint 1 Backlog |
|  | Report to tutor on progress |
|  |  |
|  |  |

## Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1. | Plan for Sprint 2 | Everyone | 19/8/2020 |
| 2. | Continue on finishing Milestone 1 | Everyone | 17/8/2020 |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

# Meeting No: 4

## Meeting Details

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| --- | --- |
| Date: | 15/08/2020 |
| Venue: | Ms Teams & Discord |
| Attendees: | Midori Verdouw  Van Pham  Julian Tjiong  [Hon Khuin Jonathan Cheong](https://trello.com/honkhuinjonathancheong1) |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1. | State of Milestone 1 deliverables |
| 2. | Submission details |
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## Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1. | Complete unfinished Milestone 1 requirements | Everyone | 17/8/2020 |
| 2. | Complete Sprint Retro | Van | 17/08/2020 |
| 3. | Transfer Discord chat log to accessible form | Julian | 17/08/2020 |
| 4. |  |  |  |
| 5. |  |  |  |