Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 1

## Meeting Details

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

## Action Items

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

# Meeting No: 2

## Meeting Details

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

## Action Items

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

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

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

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| 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. |  |  |  |

# Meeting No: 5

## Meeting Details

|  |  |
| --- | --- |
| Date: | 19/08/2020 |
| 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. | Jason added to team |
| 2. | Team scrum retrospective |
|  |  |
|  |  |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1. | Work on User Stories | Everyone | 26/08/2020 |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

# Meeting No: 6

## Meeting Details

|  |  |
| --- | --- |
| Date: | 22/08/2020 |
| Venue: | Ms Teams & Discord |
| Attendees: | Midori Verdouw  Van Pham  Julian Tjiong  [Hon Khuin Jonathan Cheong](https://trello.com/honkhuinjonathancheong1)  Jason Song |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1. | Divided work into Front End/Back End |
| 2. | Randomly selected 3 people for Front End & 2 for Back End |
|  |  |
|  |  |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1. | Work on Front End | Midori, Jonathan, Van | 26/08/2020 |
| 2. | Work on Back End | Julian, Jason | 26/08/2020 |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

# Meeting No: 7

## Meeting Details

|  |  |
| --- | --- |
| Date: | 26/08/2020 |
| Venue: | Ms Teams |
| Attendees: | Midori Verdouw  Julian Tjiong  Jason Song |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1. | Renamed the current Sprint 2 to Sprint 1 |
| 2. | Decided to have more meetings (3 per week, supposed to be short) |
| 3. | Add Jason in GitHub Repository |
| 4. | Current Sprint (1) will end after the break |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1. | User story 1 Front End | Midori | 09/09/2020 |
| 2. | User story 15 Front End | Jonathan | 09/09/2020 |
| 3. | User story 8 Front End | Van | 09/09/2020 |
| 4. | User Story 7 Back End | Julian, Jason | 09/09/2020 |
| 5. |  |  |  |

# Meeting No: 8

## Meeting Details

|  |  |
| --- | --- |
| Date: | 2/09/2020 |
| Venue: | Ms Teams |
| Attendees: | Midori Verdouw  Julian Tjiong  Van Pham |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1. | Daily scrum meeting |
| 2. | Problem with node.js (Van) |
| 3. | Fixed backend test (Midori) |
| 4. | Continue backend (Julian) |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1. | User story 1 Front End | Midori | 09/09/2020 |
| 2. | User story 15 Front End | Jonathan | 09/09/2020 |
| 3. | User story 8 Front End | Van | 09/09/2020 |
| 4. | User Story 7 Back End | Julian, Jason | 09/09/2020 |
| 5. |  |  |  |

# Meeting No: 9

## Meeting Details

|  |  |
| --- | --- |
| Date: | 5/09/2020 |
| Venue: | Ms Teams |
| Attendees: | Midori Verdouw  Julian Tjiong  Van Pham |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1. | Daily scrum meeting |
| 2. | Decided to move on to next user story by next week |
| 3. |  |
| 4. |  |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1. | User story 1 Front End | Midori | 09/09/2020 |
| 2. | User story 15 Front End | Jonathan | 09/09/2020 |
| 3. | User story 8 Front End | Van | 09/09/2020 |
| 4. | User Story 7 Back End | Julian, Jason | 09/09/2020 |
| 5. |  |  |  |

# Meeting No: 10

## Meeting Details

|  |  |
| --- | --- |
| Date: | 12/09/2020 |
| Venue: | Ms Teams |
| Attendees: | Midori Verdouw  Jason Song  Van Pham |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1. | Daily scrum meeting |
| 2. | Complete the front and for US#15 (Midori) |
| 3. | Complete front end for US#8 (Van) |
| 4. | Julian and Jason to create the Docker container, ensure MYSQL is up and running |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1. | User story 1 tests | Midori | 15/09/2020 |
| 2. | User Story 15 front end | Midori | 15/09/2020 |
| 3. | User Story 7 backend | Jason | 15/09/2020 |
| 4. | User story 8 backend | Jason | 15/09/2020 |
| 5. | User story 8 front end | Van | 15/09/2020 |

# Meeting No: 11

## Meeting Details

|  |  |
| --- | --- |
| Date: | 16/09/2020 |
| Venue: | Ms Teams |
| Attendees: | Midori Verdouw  Jason Song  Julian Tjiong  Van Pham |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1. | Daily scrum meeting |
| 2. | Complete the front and for US#15 (Midori) |
| 3. | Complete front end for US#8 (Van) |
| 4. | Julian and Jason to create the Docker container, ensure MYSQL is up and running |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1. | User story 1 tests | Midori | 22/09/2020 |
| 2. | User Story 15 front end | Midori | 22/09/2020 |
| 3. | User Story 7 backend | Jason/Julian | 22/09/2020 |
| 4. | User story 8 backend | Jason/Julian | 22/09/2020 |
| 5. | User story 8 front end | Van | 22/09/2020 |

# Meeting No: 12

## Meeting Details

|  |  |
| --- | --- |
| Date: | 12/09/2020 |
| Venue: | Ms Teams |
| Attendees: | Midori Verdouw  Jason Song  Julian Tjiong |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1. | Daily scrum meeting |
| 2. | Complete the front and for US#15 (Midori) |
| 3. | Complete front end for US#8 (Van) |
| 4. | Julian and Jason to create the Docker container, ensure MYSQL is up and running |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1. | User story 1 tests | Midori | 22/09/2020 |
| 2. | User Story 15 front end | Midori | 22/09/2020 |
| 3. | User Story 7 backend | Jason/Julian | 22/09/2020 |
| 4. | User story 8 backend | Jason/Julian | 22/09/2020 |
| 5. | User story 8 front end | Van | 22/09/2020 |

# Meeting No: 13

## Meeting Details

|  |  |
| --- | --- |
| Date: | 3/10/2020 |
| Venue: | Ms Teams |
| Attendees: | Midori Verdouw  Jason Song  Julian Tjiong |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1. | Daily scrum meeting |
| 2. | Complete user stories |
| 3. | Complete milestone 3 req |
|  |  |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1. | MS3 requirements | Midori/ Jason/Julian | 7/10/2020 |
| 2. | User Story 3 update the fields | Midori/ Jason/Julian | 7/10/2020 |
| 3. | US#8 complete | Midori/ Jason/Julian | 7/10/2020 |
| 4. | US#16 complete | Jason/Julian | 7/10/2020 |
| 5. |  |  | 22/09/2020 |

# Meeting No: 14

## Meeting Details

|  |  |
| --- | --- |
| Date: | 11/10/2020 |
| Venue: | Ms Teams |
| Attendees: | Midori Verdouw  Julian Tjiong |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1. | Daily scrum meeting |
| 2. | Complete user stories |
| 3. | Decides on the presentation |
|  |  |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1. | Finish US#4, US#9 and US#8 front and back end | Midori, Jason, Julian | 23/10/2020 |
| 2. | Prepare for presentation | Midori, Jason, Julian | 23/10/2020 |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

# Meeting No: 15

## Meeting Details

|  |  |
| --- | --- |
| Date: | 14/10/2020 |
| Venue: | Ms Teams |
| Attendees: | Midori Verdouw  Julian Tjiong  Jason Song |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1. | Daily scrum meeting |
| 2. | Demo preparation & finalising system functionality |
| 3. | Assign documentation tasks for milestone 3 |
| 4. | Presentation preparation |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1. | Write test reports for all user stories completed in Sprint 3 and 4 | Midori, Julian | 17/10/2020 |
| 2. | Finish project report | Jason | 18/10/2020 |
| 3. | Deploy the application | Midori | 18/10/2020 |
| 4. |  |  |  |
| 5. |  |  |  |

# Meeting No: 16

## Meeting Details

|  |  |
| --- | --- |
| Date: | 17/10/2020 |
| Venue: | Discord |
| Attendees: | Midori Verdouw  Julian Tjiong  Jason Song |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1. | Daily scrum meeting |
| 2. | Practice & Record presentation |
| 3. | Assign remaining documentation tasks for milestone 3 |
|  |  |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1. | Complete presentation video editing & submission | Julian | 18/10/2020 |
| 2. | Write CI/CD section of project report | Midori | 18/10/2020 |
| 3. | Finalise project report | Jason | 18/10/2020 |
| 4. |  |  |  |
| 5. |  |  |  |