Meeting Minutes

Weekly Meeting with 6.TUES-18.30-3/Mr Mohammad Ali

Meeting No: 2

Meeting Details

Date:	08/08/2020
Venue:	Microsoft Teams
Attendees:	Oscar Ling Indirakshi Sreeram Andhika Rakha Yuepeng Du
Apologies:	N/A

Information / Decisions

No.	Item
1	Writing up user stories based on functionality- Added more for admins and employees
2	Went over scrum backlog for sprint 1
3	Tutor went over progress for next week, what we should focus on (sprint/backlogs)
4	Used Scrum Poker to decide order of priority for each user stories. Results are below. • As a customer I would like to find out how to contact the business so I could directly contact them if I need. (Scrum points 5) • As a customer I would like to learn more about a business via a webpage so I can know what kind of business I am enquiring a service from (Scrum points 3) • As an admin I would like to find out whether a customer is registered so I can confirm them when come to the appointment (Scrum points 13) • As an employee I would like to find out the details of the customer so then I can contact them when needed. (Scrum points 8) • As an admin I would like to edit schedules so I can assign rosters and working time for next months (Scrum points 20)

	• As a worker, I would like to submit a request to cancel appointments so that I am able to take medical leave if needed (Scrum points 13) • As a worker I would like to update my profile so that I can change my contact details if they change. (Scrum points 20)
5	Picked out 8 user stories for the backlog (clickup) and listed requirements for each 1. **As a Customer, I would like to create/ Sign Up for an account so I can use the application.(20)** - DBMS Set up - DBMS Link to Webpage - Sign up Webpage (Sign Up) 2. **As a Registered User, I would like to create an appointment with a service provider so I can book a time with them. (20)** **-** Appointment page (Appointments) - Appointment Database Query and -- Insert (Appointments) 3. **As an employee, I would like view the company dashboard so I can track my current booking and assigned working hours. (20)** - Dashboard (My Schedule) - Database Schedule Query on Dashboard (My Schedule) 4. **As a customer, I would like to sign up/log in so I can view available time and date for a service. (20)** **-** Login Page (Login) 5. **As a customer, I would like to view my appointment details so I can track the date/time of the booking (20)** **-** Query Appointments - Show Appointments on page (Appointments) 6. **As an admin, I would like to login to the system so I can add a new employee to our team. (20)** **-** DBMS Link to Sign In (Login) - DBMS Query (Login) 7. **As a customer I would like to find out how to contact the business so I could directly contact them if I need. (5)** **-** Admin Details Page (Contact Us) 8. **As a customer I would like to learn more about a business via a webpage so I can know what kind of business I am enquiring a service from. 3** **-** About Page (About Us) - Admin About Me Query (About Us)
6	Decided to use MYSQL workbench (DMBS)
7	Oscar to set up next meeting

Action Items

No.	Item	Who	By
1	Sprint planning and retro notes. Complete user stories	Oscar Ling	11/08/2020
2	Organize clickup and add backlog	Indirakshi Sreeram	11/08/2020
3	Start code, Architecture /design description	Andhika Rakha and Yuepeng Du	11/08/2020