Meeting Minutes

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

# Meeting No: 1

## Meeting Details

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| Date: | 04/08/2020 |
| Venue: | Microsoft Teams |
| Attendees: | Oscar Ling  Indirakshi Sreeram  Andhika Rakha   Yuepeng Du  Mr Mohammad Ali |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Double checked setup for clickup and github. Made sure everyone was up to date and had registered/logged in |
| 2 | Presented user stories and showed weekly progress to tutor. |
| 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 create/ Sign Up for an account so I can use the application. (Scrum points 20) * As a Registered User, I would like to create an appointment with a service provider so I can book a time with them. (Scrum points 20) * As an employee, I would like view the company dashboard so I can track my current booking and assigned working hours. (Scrum points 20) * As a customer, I would like to sign up/log in so I can view available time and date for a service. (Scrum points 20) * As a customer, I would like to view my appointment details so I can track the date/time of the booking (Scrum points 20) * As an admin, I would like to login to the system so I can edit a new employee to our team.( Scrum points 20) * As a registered user, I would like to update my Account details so I can change my name, address and phone number. (Scrum points 5) * As an admin, I would like to view workers’ availability for the 7 days, so I can assign new customers to them. (Scrum points 5) |
| 5 | Oscar to setup next team meeting, Saturday the 8th of August at 17:00 |

## Action Items

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| No. | Item | Who | By |
| 1 | Add items to clickup and assign roles | All members | 08/08/2020 |
| 2 | Think about user stories and write a few | All members | 08/08/2020 |
| 3 | Add sprint 1 | Indirakshi Sreeram | 08/08/2020 |