Meeting Minutes

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

# Meeting No: 2

## Meeting Details

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

## Information / Decisions

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| 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

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| 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 |