

**Date: 31st July, 4pm**

Attendees: Kajal, Luke, Kevin, Chris and Cass

Agenda:

- Decide on Scrum Master
- Allocate tasks
- Organise files/folders

Discussion:

- Allocated Kajal as Scrum Master
- Created Trello and listed tasks to be completed
- Discussed deliverables for Milestone 1
- Assigned a functional requirement to each team member to create 2+ user stories+acceptance criteria for each
- Wrote Definition of Done

Action Items:

- Write User Stories and Acceptance Criteria for each functional requirement:
  - Cass no. 3
  - Kajal no. 4
  - Luke no. 6
  - Chirs no. 1
  - Kevin no. 2

Next meeting: 2nd August, 4pm

- Discuss progress from last meeting
- Finalise deliveries to be completed before lab

**Date: 2nd August, 6pm**

Attendees: Kajal, Luke, Kevin, Chris and Cass

Agenda:

- Discuss progress from last meeting
- Finalise deliveries to be completed before lab
- Ensure all user stories/acceptance criteria have been completed

Discussion:

- Reviewed user stories
- Clarified acceptance criteria
- Trello Organisation: decided that Product backlog should be on a spreadsheet
- Further delegation of user stories

Action Items:

- Complete any unfinished tasks (user-stories/acceptance criteria)

Next meeting: 4th August, Lab time (2:30pm)

- Present progress to lab tutor
  - Questions to ask in the lab:
    - When do we need to do sprint planning?
    - When should the first sprint begin?
    - Are there templates for retros, and reviews etc.

**Date: 4/08/2020 2:30**

Attendees: Kajal, Luke, Kevin, Chris and Cass

Agenda:

- Review user stories
- assigning effort points
- Clarifying project timeline with tutor

Discussion:

- Adjusting user stories
- Reviewing user story language
- Assigning effort points to all user stories

Action Tasks

- Luke to add some admin user stories
- Migration of user stories to project backlog
- Various improvements to user stories
- Prepare to create sprint backlog and assign priority

Next Meeting 5:30 Friday

**Date: 7/08/2020 6:00**

Attendees: Kajal, Luke, Kevin, Chris and Cass

Agenda:

- Review user stories
- Priorities for stories

Discussion:

- Finished Project Backlog

Action Tasks

- Look into Spring boot, architecture
- Start sprint planning

Questions for lab:

- Definition of Done, separate for each story or one for everything?

Next Meeting 4:00 Sunday

**Date: 9/08/2020 4:00**

Attendees: Kajal, Luke, Kevin, Chris and Cass

Agenda:

- Sprint Planning
- Discussing acceptance tests

Discussion:

- Sprint 1 planning
- First Milestone
- Experience across tech stack

Action Tasks

- Very basic project setup
- Research tech stack
- Everybody: Acceptance tests

Questions for lab:

- Retro for milestone one? We may not have finished a sprint yet.
- Represent tasks not captured by user stories? I.e. set up Springboot, define microservices ect.

Next Meeting 2:30 Tuesday

**Date: 11/08/2020 2:30**

Attendees: Kajal, Luke, Kevin, Chris and Cass

Agenda:

- Understanding the framework

- Discussing responsibilities
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Discussion:

- Issues with the framework
- Discussion around techstack

Action Tasks

- Kajal/Luke get framework ready
- Start work on functional requirements

Next Meeting 5:30 Friday

**Date: 14/08/2020 5:30**

Attendees: Kajal, Luke, Kevin, Chris

Agenda:

- Final task delegation for milestone 1
- Sprint 0 retrospective

Discussion:

- Requirements for API
- Requirements for unit tests
- Requirements for acceptance tests
- Review of sprint 0 in retro

Action Tasks

- Cris, Kevin, Kajal to do acceptance testing
- React setup
- Gitflow setup
- API/Unit test for 3 significant services

Next Meeting 1:00 Sunday

**Date: 16/08/2020 1:10**

Attendees: Kajal, Luke, Kevin, Chris, Cass

Agenda:

- Prep for Milestone 1
- Finalise acceptance stories
- Finalise unit tests

Discussion:

- Progress and blockers for everyone
- Finalising of tasks

Action Tasks

- Prep for submission
- Review of documents and notes
- Release project

Next Meeting 2:30 Tuesday

**Date: 18/08/2020 2:30**

Attendees: Kajal, Luke, Kevin, Chris, Cass

Agenda:

- Reviewing Sprint 1 backlog
- Local machine setup

Discussion:



- Adjusting sprint 1 to reflect mvp
- Improving sprint backlog/ trello layout

#### Action Tasks

- Adding booking to sprint 1
- Improving trello layout
- Improving sprint backlog layout

Next Meeting 5:30 Friday

**Date: 23/08/2020 2:30**

Attendees: Kajal, Luke, Kevin, Chris, Cass

#### Agenda:

- Week 6 planning
- Sprint finalization

#### Discussion:

- Adjusting user stories

- Task assigning

#### Action Tasks

- Update SprintBacklog
- Split user stories into subtasks
- Continue on sprint 1

Next Meeting 2:30 Tuesday

**Date: 28/08/2020 5:40**

Attendees: Kajal, Luke, Kevin, Chris, Cass

#### Agenda:

- Burndown chart
- Addressing feedback from lab for trello

#### Discussion:

- Sprint 1 progress
- Maximizing trello effectiveness

- Review burndown chart

#### Action Tasks

- Update trello
- Front/Backend for bookings
- Finalize Signup

Next Meeting 5:30 Friday

**Date: 4/09/2020 5:30**

Attendees: Kajal, Luke, Kevin, Chris, Cass

#### Agenda:

- Sprint 2 tasks
- Tech review
- Preparing for milestone 2

#### Discussion:

- Investigating tech environment,
  - Integration

- Unit testing
  - Upcoming docker/aws deployment
- Progress on tasks
- Site design

#### Action Tasks

- Kajal: Booking form
- Luke: Booking api
- Cass: Investigate integration, integrate login
- Chris: Unit test review
- Kevin: Finalize logged in/out landing pages

Next Meeting 4:00 Sunday

**Date: 6/09/2020 4:00**

Attendees: Kajal, Kevin, Chris, Cass

#### Agenda:

- Finalizing tasks
- Sprint retro

#### Discussion:

- Clarifications on unit testing for booking form
- Discussion for sprint retro

#### Action Tasks

- Kajal, Burndown chart
- Chris Finishing Sprint retro
- Luke, Unit testing for booking
- Kevin, Unit testing for react
- Cass, implementing dashboards

Questions for next lab

Marking regarding the written unit tests and user stories?

**Date: 15/09/2020 2:30**

Attendees: Kajal, Kevin, Chris, Cass, Luke

Agenda:

- Milestone 2
- Sprint review

Discussion:

- Clarifications on unit testing for booking form
- Gitflow check in
- Discussion for sprint review
- Tech discussion around integration and deployment

Action Tasks

- Luke: Bug fix booking api, aws circleCI
- Kevin: Assist w/ materialize for booking form, front-end testing
- Chris: Assist w/ login, aws circleCI
- Cass: Integrate/Complete sign-up and login
- Kajal: Integrate/Complete booking form

**Date: 18/09/2020 5:30**

Attendees: Kajal, Kevin, Chris, Cass, Luke

Agenda:

- Milestone 2
- Tech stack

Discussion:

- Progress on deployable techstack
- Progress on booking (w/ integration)
- Progress on tech stack for aws deployment
- CircleCI, get rights for tutor

Action Tasks

- Luke: Bug fix booking api, continue aws/docker/circleCI
- Kevin: front-end testing, bug fix signup
- Chris: worker
- Cass: Bug fix sign-up and login
- Kajal: Integrate booking form

**Date: 21/09/2020 12:30**

Attendees: Kajal, Kevin, Chris, Cass, Luke

Agenda:

- Sprint 2 retro
- Tech stack
- Trello Review

Discussion:

- Milestone 2,

Action Tasks

- Luke: Deploy to aws
- Kevin: front-end testing
- Chris: Document review, backlog review
- Cass: Booking dashboard integration
- Kajal: Booking dashboard

Questions:

- Where should aws task go?
- What should be in a test report?