

SEPT Meeting minutes

SEPT-MON-5.30-Ujj-Group1

Lachlan Furlong - s3722243

Dean Bolte - s3784365

Lucas Mellor - s3720988

Edvin Berberovic - s3722163

Matthew Moloney - s3717566

Meeting strategy	2
Milestone 1 meetings	2
Milestone 2 meetings	12
Milestone 3 meetings	25

Meeting strategy

- Meetings on Mondays 5:30pm (during lab) and Thursdays 5:30pm
- Optional meeting on Saturday afternoons
- Perform stand-ups
- Discuss high-level design and architecture

Milestone 1 meetings

Meeting details

Date	27/07/2020
Sprint	-
Venue	Microsoft Teams (LAB-MON-5.30-Ujj-Group1)
Attendees	Dean Bolte Lachlan Furlong Edvin Berberovic Matthew Moloney Lucas Mellor
Apologies	-

Information/decisions

No.	Item
1	Introduced group members with each other
2	Identified capabilities and previous experiences
3	Set-up Github
4	Set-up Click-up
5	Identified communication platforms (MS Teams and FB Messenger)

Action items

No.	Item	Who	By
1			

Meeting details

Date	30/07/2020
Sprint	-
Venue	Microsoft Teams (LAB-MON-5.30-Ujj-Group1)
Attendees	Dean Bolte Lachlan Furlong Matthew Moloney Lucas Mellor
Apologies	Edvin Berberovic

Information/decisions

No.	Item
1	Started identifying requirements from assignment specification
2	
3	

Action items

No.	Item	Who	By
1	Assigned task to create user stories	All	All
2			
3			

Meeting details

Date	01/08/2020
Sprint	-
Venue	Microsoft Teams (LAB-MON-5.30-Ujj-Group1)
Attendees	Dean Bolte Lachlan Furlong Edvin Berberovic Matthew Moloney
Apologies	Lucas Mellor

Information/decisions

No.	Item
1	Switched from Clickup to Trello
2	
3	

Action items

No.	Item	Who	By
1			
2			
3			

Meeting details

Date	03/08/2020
Sprint	1
Venue	Microsoft Teams (LAB-MON-5.30-Ujj-Group1)
Attendees	Dean Bolte Lachlan Furlong Edvin Berberovic Matthew Moloney Lucas Mellor
Apologies	-

Information/decisions

No.	Item
1	Presented user stories to product owner and built the backlog
2	
3	

Action items

No.	Item	Who	By
1			
2			
3			

Meeting details

Date	06/08/2020
Sprint	1
Venue	Microsoft Teams (LAB-MON-5.30-Ujj-Group1)
Attendees	Dean Bolte Lachlan Furlong Edvin Berberovic Matthew Moloney
Apologies	Lucas Mellor

Information/decisions

No.	Item
1	Dean showed and discussed wireframes
2	Eddy showed and discussed data model
3	

Action items

No.	Item	Who	By
1			
2			
3			

Meeting details

Date	08/08/2020
Sprint	1
Venue	Microsoft Teams (LAB-MON-5.30-Ujj-Group1)
Attendees	Dean Bolte Edvin Berberovic Matthew Moloney Lucas Mellor
Apologies	Lachlan Furlong

Information/decisions

No.	Item
1	Checked acceptance tests with one another
2	
3	

Action items

No.	Item	Who	By
1			
2			
3			

Meeting details

Date	10/08/2020
Sprint	1
Venue	Microsoft Teams (LAB-MON-5.30-Ujj-Group1)
Attendees	Dean Bolte Lachlan Furlong Edvin Berberovic Matthew Moloney Lucas Mellor
Apologies	-

Information/decisions

No.	Item
1	Handed in acceptance tests
2	
3	

Action items

No.	Item	Who	By
1	Add in and use priorities for stories on Trello	All	Ujj
2			
3			

Meeting details

Date	13/08/2020
Sprint	1
Venue	Microsoft Teams (LAB-MON-5.30-Ujj-Group1)
Attendees	Dean Bolte Lachlan Furlong Edvin Berberovic Matthew Moloney
Apologies	Lucas Mellor

Information/decisions

No.	Item
1	Identified what else has to be finished for milestone 1
2	Lachlan demoed the typical data flow within the Spring backend
3	

Action items

No.	Item	Who	By
1	Created another group working session for React	Lachlan, Dean, Matt	Lachlan
2			
3			

Meeting details

Date	15/08/2020
Sprint	1
Venue	Microsoft Teams (LAB-MON-5.30-Ujj-Group1)
Attendees	Dean Bolte Lachlan Furlong Lucas Mellor Edvin Berberovic
Apologies	Matthew Moloney

Information/decisions

No.	Item
1	Identified how and when to finish the last of the milestone 1 requirements
2	
3	

Action items

No.	Item	Who	By
1	Complete the peer assessment	All	All
2	Make sure all user stories and acceptance tests are properly annotated	All	All
3			

Meeting details

Date	16/08/2020
Sprint	1
Venue	Microsoft Teams (LAB-MON-5.30-Ujj-Group1)
Attendees	Dean Bolte Lachlan Furlong Lucas Mellor Edvin Berberovic Matthew Moloney
Apologies	

Information/decisions

No.	Item
1	Decided on what to submit for Milestone 1
2	
3	

Action items

No.	Item	Who	By
1	Created a report doc for milestone 1 submission	All	Dean
2			
3			

Milestone 2 meetings

Meeting details

Date	21/08/2020
Sprint	2
Venue	Microsoft Teams (LAB-MON-5.30-Ujj-Group1)
Attendees	Dean Bolte Lucas Mellor Edvin Berberovic Matthew Moloney Lachlan Furlong
Apologies	

Information/decisions

No.	Item
1	Discussed Milestone 2 requirements and submission details
2	Discussed blocks
3	

Action items

No.	Item	Who	By
1	Created a date for database work	Edvin	Edvin
2			
3			

Meeting details

Date	24/08/2020
Sprint	2
Venue	Microsoft Teams (LAB-MON-5.30-Ujj-Group1)
Attendees	Dean Bolte Lucas Mellor Edvin Berberovic Matthew Moloney Lachlan Furlong
Apologies	

Information/decisions

No.	Item
1	Updated product owner on progress for current sprint
2	Re-aligned entity model based on discussion with product owner
3	

Action items

No.	Item	Who	By
1	Create business entity	Lachlan	Ujj
2			
3			

Meeting details

Date	29/08/2020
Sprint	2
Venue	Discord
Attendees	Dean Bolte Lucas Mellor Edvin Berberovic Matthew Moloney Lachlan Furlong
Apologies	

Information/decisions

No.	Item
1	Discussed blocks
2	Discussed task focusing
3	

Action items

No.	Item	Who	By
1			
2			
3			

Meeting details

Date	03/09/2020
Sprint	3
Venue	Microsoft Teams (LAB-MON-5.30-Ujj-Group1)
Attendees	Dean Bolte Lucas Mellor Edvin Berberovic Matthew Moloney Lachlan Furlong
Apologies	

Information/decisions

No.	Item
1	Revised tasks from current sprint
2	
3	

Action items

No.	Item	Who	By
1			
2			
3			

Meeting details

Date	04/09/2020
Sprint	3
Venue	Microsoft Teams (LAB-MON-5.30-Ujj-Group1)
Attendees	Dean Bolte Lucas Mellor Edvin Berberovic Matthew Moloney Lachlan Furlong
Apologies	

Information/decisions

No.	Item
1	Split up to help on blocks
2	
3	

Action items

No.	Item	Who	By
1			
2			
3			

Meeting details

Date	6/09/2020
Sprint	3
Venue	Discord
Attendees	Dean Bolte Lucas Mellor Edvin Berberovic Matthew Moloney Lachlan Furlong
Apologies	

Information/decisions

No.	Item
1	Quick Stand up to discuss blocks
2	
3	

Action items

No.	Item	Who	By
1			
2			
3			

Meeting details

Date	7/09/2020
Sprint	3
Venue	Microsoft Teams (LAB-MON-5.30-Ujj-Group1)
Attendees	Dean Bolte Lucas Mellor Edvin Berberovic Matthew Moloney Lachlan Furlong
Apologies	

Information/decisions

No.	Item
1	Discussed Milestone 2 requirements
2	
3	

Action items

No.	Item	Who	By
1			
2			
3			

Meeting details

Date	12/09/2020
Sprint	3
Venue	Microsoft Teams (LAB-MON-5.30-Ujj-Group1)
Attendees	Dean Bolte Lucas Mellor Edvin Berberovic Matthew Moloney Lachlan Furlong
Apologies	

Information/decisions

No.	Item
1	Stand up, discussed blocks
2	No notable blockers
3	

Action items

No.	Item	Who	By
1			
2			
3			

Meeting details

Date	14/09/2020
Sprint	3
Venue	Microsoft Teams (LAB-MON-5.30-Ujj-Group1)
Attendees	Dean Bolte Lucas Mellor Edvin Berberovic Matthew Moloney Lachlan Furlong
Apologies	

Information/decisions

No.	Item
1	Demo unit tests with product owner
2	
3	

Action items

No.	Item	Who	By
1			
2			
3			

Meeting details

Date	17/09/2020
Sprint	3
Venue	Discord
Attendees	Dean Bolte Lucas Mellor Edvin Berberovic Matthew Moloney Lachlan Furlong
Apologies	

Information/decisions

No.	Item
1	Quick stand up
2	Discussed blocks
3	

Action items

No.	Item	Who	By
1			
2			
3			

Meeting details

Date	20/09/2020
Sprint	3
Venue	Discord
Attendees	Dean Bolte Lucas Mellor Edvin Berberovic Matthew Moloney Lachlan Furlong
Apologies	

Information/decisions

No.	Item
1	Discussed Blocks
2	Prepared for milestone 2 submission
3	

Action items

No.	Item	Who	By
1			
2			
3			

Meeting details

Date	21/09/2020
Sprint	3
Venue	Microsoft Teams (LAB-MON-5.30-Ujj-Group1)
Attendees	Dean Bolte Lucas Mellor Edvin Berberovic Matthew Moloney Lachlan Furlong
Apologies	

Information/decisions

No.	Item
1	Demo of product to product owner
2	
3	

Action items

No.	Item	Who	By
1			
2			
3			

Meeting details

Date	22/09/2020
Sprint	3
Venue	Discord
Attendees	Dean Bolte Lucas Mellor Edvin Berberovic Matthew Moloney Lachlan Furlong
Apologies	

Information/decisions

No.	Item
1	Demo of product to product owner
2	
3	

Action items

No.	Item	Who	By
1			
2			
3			

Milestone 3 meetings

Meeting details

Date	25/09/2020
Sprint	4
Venue	Discord
Attendees	Dean Bolte Lucas Mellor Edvin Berberovic Matthew Moloney Lachlan Furlong
Apologies	

Information/decisions

No.	Item
1	Discussed blockers for final tickets in sprint
2	Confirmed who is available to aid in the completion of the above mentioned blockers and tickets
3	Discussed future milestone (milestone 3)

Action items

No.	Item	Who	By
1	Discuss admin functionality details away from meeting	Lachlan, Edvin	Everyone
2	Implement basic admin front end functionality over the coming few days	Dean, Matthew	Everyone
3	Figure out what user stories and acceptance tests are missing	Lucas	Everyone

Meeting details

Date	28/09/2020
Sprint	4
Venue	Microsoft Teams (LAB-MON-5.30-Ujj-Group1)
Attendees	Dean Bolte Lucas Mellor Edvin Berberovic Matthew Moloney Lachlan Furlong
Apologies	

Information/decisions

No.	Item
1	Performed retrospective (notes found in our 'SEPT Retrospective notes' document)
2	Followed up with a sprint planning session to highlight final tasks required for milestone 3
3	

Action items

No.	Item	Who	By
1	Implement majority of admin functionality into backend	Lachlan	Everyone
2	Identify requirements for more solidified CI/CD pipeline	Edvin	Edvin
3			

Meeting details

Date	01/10/2020
Sprint	4
Venue	Discord
Attendees	Dean Bolte Lucas Mellor Edvin Berberovic Matthew Moloney Lachlan Furlong
Apologies	

Information/decisions

No.	Item
1	Status update for sprint
2	Docker has been implemented for the backend - what are the next steps?
3	Will use new format for tickets in Trello and refer to them in pull requests

Action items

No.	Item	Who	By
1	Make sure all PRs refer to the Trello card ID	All	All
2	Be sure to include more descriptive PR comments, as well not being afraid to offer suggestions	All	All
3			

Meeting details

Date	5/10/2020
Sprint	4
Venue	Microsoft Teams (LAB-MON-5.30-Ujj-Group1)
Attendees	Dean Bolte Lucas Mellor Edvin Berberovic Matthew Moloney Lachlan Furlong
Apologies	

Information/decisions

No.	Item
1	Lack of credits for AWS, circleCI, github actions
2	Tickets completed since milestone 2, including difficulties
3	Blockers discussed
4	Performed sprint review with product owner, included brief demo of worker availability functionality

Action items

No.	Item	Who	By
1	Message homy and lawrence to clarify on these items: personal aws instance private git repo in memory db github actions credit	Edvin	Edvin
2			

Meeting details

Date	10/10/2020
Sprint	4
Venue	Discord
Attendees	Dean Bolte Lucas Mellor Edvin Berberovic Matthew Moloney Lachlan Furlong
Apologies	

Information/decisions

No.	Item
1	Discuss how worker availability will be implemented in the frontend
2	Quick discussion on what a refreshed UI should look like (cleaning up CSS)
3	Pick up errors processing information between the backend and frontend

Action items

No.	Item	Who	By
1	Choose a CSS framework to use (Bootstrap, Material UI, Bulma, etc.)	All	All
2	Clean up worker availability on frontend	Matt, Dean, Lucas	All
3	Deploy dedicated DB	Lachlan	All

Meeting details

Date	12/10/2020
Sprint	4
Venue	Microsoft Teams (LAB-MON-5.30-Ujj-Group1)
Attendees	Dean Bolte Lucas Mellor Edvin Berberovic Matthew Moloney Lachlan Furlong
Apologies	

Information/decisions

No.	Item
1	Give final live demo to product owner - used local development environment since deployed instances were down, although did show dedicated DB
2	Mentioned GitHub actions circumstances (using personal repo ONLY for CI)
3	Mentioned AWS circumstances (using personal account ONLY for testing CD)

Action items

No.	Item	Who	By
1	Ensure instances are deployed for submission	Edvin	Edvin
2	Convert response status exceptions in the backend to validation errors	Lachlan	Lachlan
3	Include selective validation when booking a service	Dean	All

Meeting details

Date	15/10/2020
Sprint	4
Venue	Discord
Attendees	Dean Bolte Lucas Mellor Edvin Berberovic Matthew Moloney Lachlan Furlong
Apologies	

Information/decisions

No.	Item
1	Discussed any last minute changes that are required
2	Focus more on documentation than functionality for submission
3	Require more testing for deployment

Action items

No.	Item	Who	By
1	Ensure deployment is setup and complete	Edvin	All
2	Everyone associate their unit tests with applicable acceptance tests	All	All
3	Everyone perform double-checks to ensure our submission is complete	All	All