

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 1

Meeting Details

Date	15/08/2020
Venue	MS Teams
Attendees	William Bossen s3658961 Chhayhy Kourn s3699618 Vincent Villaflores s3728807 Meng Kheang Leng s3704080 Hue Phuong Le s3687477
Apologies	N/A

Information / Decisions

No.	Item
1	Review all the subtasks for all user stories together
2	Discuss and fill in the contribution form together
3	Decide which features should be implemented for Sprint 1
4	Discuss and start doing Sprint 1 Planning

Action Items

No.	Item	Who	By
1	Submitting MileStone one	Vincent Villaflores	17/08/2020

Meeting No: 2

Meeting Details

Date	17/08/2020
Venue	MS Teams
Attendees	William Bossen s3658961 Vincent Villaflores s3728807 Meng Kheang Leng s3704080 Hue Phuong Le s3687477
Apologies	Chhayhy Kourn s3699618

Information / Decisions

No.	Item
1	Finalize sprint 1 planning
2	Discuss some tasks need to finish beforehand such as setup database and design for the whole system

Action Items

No.	Item	Who	By
1	Design UI for the whole system	Meng & Chase	24/08/2020
2	Setup database for the whole system	Hue Phuong Le	19/08/2020
3	Modify subtasks for user stories	Vincent Villaflores	19/08/2020

Meeting No: 3

Meeting Details

Date	19/08/2020
Venue	MS Teams
Attendees	William Bossen s3658961 Vincent Villaflores s3728807 Meng Kheang Leng s3704080 Hue Phuong Le s3687477 Chhayhy Kourn s3699618
Apologies	N/A

Information / Decisions

No.	Item
1	Finalize subtasks
2	Divide subtasks to different members
3	Create Sprint 1 Backlog in spreadsheet and clickup

Action Items

No.	Item	Who	By
1	All Unit testing	Vincent Villaflores	N/A
2	Back-end for User stories 23-26	Hue Phuong Le	29/08/2020
3	Back-end for User stories 14-17	William Bossen	29/08/2020
4	Front-end for displaying all bookings to customers	Chhayhy Kourn	29/08/2020
5	Front-end for making an appointment	Meng Kheang Leng	29/08/2020
6	Write the Definition of Done to Sprint Backlog	William Bossen	20/08/2020

Meeting No: 4

Meeting Details

Date	24/08/2020
Venue	MS Teams
Attendees	William Bossen s3658961 Vincent Villaflores s3728807 Meng Kheang Leng s3704080 Hue Phuong Le s3687477 Chhayhy Kourn s3699618
Apologies	N/A

Information / Decisions

No.	Item
1	Discuss about the progress of Sprint 1 with tutor
2	Getting feedback about task-management

Action Items

No.	Item	Who	By
1	Continue writing unit test	Vincent Villaflores	28/08/2020
2	Finalize the UI Design in Front-End	Meng Kheang Leng & Chhayhy Kourn	28/08/2020
4	Add additional table to the database	Hue Phuong Le	28/08/2020

Meeting No: 5

Meeting Details

Date	29/08/2020
Venue	MS Teams
Attendees	Vincent Villaflores s3728807 Meng Kheang Leng s3704080 Hue Phuong Le s3687477 Chhayhy Kourn s3699618
Apologies	William Bossen s3658961

Information / Decisions

No.	Item
1	Discuss about what difficulties the team encounters while implementing features and start writing Sprint Retro 1
2	Finalize the unit testing

Action Items

No.	Item	Who	By
1	Set up CircleCI for the project	Hue Phuong Le	N/A
2	Create a Manual testing spreadsheet	Vincent Villaflores	02/09/2020

Meeting No: 6

Meeting Details

Date	02/09/2020
Venue	MS Teams
Attendees	Vincent Villaflores s3728807 Meng Kheang Leng s3704080 Hue Phuong Le s3687477 Chhayhy Kourn s3699618 William Bossen s3658961
Apologies	N/A

Information / Decisions

No.	Item
1	Make burndown chart and finalize sprint retro 1
2	Test the system and discuss what need to be demonstrated with product owner

Action Items

No.	Item	Who	By
1	Create a burndown chart	Hue Phuong Le	06/09/2020
2	Changing some unit testing based on what changes were made in back-end and front-end	Vincent Villaflores	05/09/2020

Meeting No: 7

Meeting Details

Date	06/09/2020
Venue	MS Teams
Attendees	Vincent Villaflores s3728807 Meng Kheang Leng s3704080 Hue Phuong Le s3687477 Chhayhy Kourn s3699618 William Bossen s3658961
Apologies	N/A

Information / Decisions

No.	Item
1	Discuss and finalize Sprint 1 Review
2	Discuss and fill out the contribution form

Action Items

No.	Item	Who	By
1	Prepare for the demo on Monday	Chhayhy Kourn	07/09/2020
2	Finalize all the documents needed for sprint 1	Team	07/09/2020
3	Finalize the spreadsheet for manual testing sprint 1	Vincent Villaflores	07/09/2020

Meeting No: 8

Meeting Details

Date	07/09/2020
Venue	MS Teams
Attendees	Vincent Villaflores s3728807 Meng Kheang Leng s3704080 Hue Phuong Le s3687477 Chhayhy Kourn s3699618 William Bossen s3658961
Apologies	N/A

Information / Decisions

No.	Item
1	Demo and get feedback from product owner

Action Items

No.	Item	Who	By
1	Update ProductBacklog and sprint 1 backlog	Hue Phuong Le	09/09/2020