Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 1

Meeting Details

Date	05/10/2020
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	Sprint Retrospective with product owner
2	Start sprint planning and assign tasks
3	Discuss some tasks still left from the third sprint (writing front-end unit tests)

Action Items

No.	Item	Who	By
1	Front-end unit testing	Vincent & Chhayhy	10/10/2020
2	Update in Clickup	Hue Phuong Le	07/10/2020
3	Summarize sprint planning	Chhayhy Kourn	07/10/2020
4	Sprint Backlog	Meng Kheang Leng	07/10/2020
5	Back-end for remaining features	Hue Phuong Le	07/10/2020

Meeting No: 2

Meeting Details

Date	07/10/2020
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 about front-end unit tests because they are challenging
2	Discuss about the solution for setting up CircleCI

Action Items

No.	Item	Who	By
1	Writing back-end unit tests	Hue Phuong Le	10/10/2020
2	Implement front-end features	Chhayhy & Meng	10/10/2020
3	Continue working on front-end unit tests	Chhayhy & Vincent	10/10/2020

Meeting No: 3

Meeting Details

Date	10/10/2020
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	Finish front-end tests for the third sprint
2	Create a sprint 4 manual testing
3	Review the fully functional system

Action Items

No.	Item	Who	By
1	Start writing unit tests for this sprint	Chhayhy & Meng & Vincent	12/10/2020

Meeting No: 4

Meeting Details

Date	12/10/2020
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	Demonstration with product owner
2	Discuss for the final presentation and project report
3	Finish sprint review and sprint retro

Action Items

No.	Item	Who	By
1	Start refactoring for backend	Hue Phuong Le	14/10/2020
2	Prepare content for the final presentation	William Bossen	14/10/2020
3	Continue deployment	Vincent Villaflores	17/10/2020
4	Write a vision statement for report	William Bossen	14/10/2020
5	Write Gitflow overview and scrum process	Chhayhy Kourn	14/10/2020
6	Create a diagram of deployment setup and update README	Vincent Villaflores	17/10/2020

Meeting No: 5

Meeting Details

Date	15/10/2020
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 assigned slides to each team member for project presentation
2	Doing Sprint Retro and Sprint Review
3	Update all related documents

Action Items

No.	Item	Who	By
1	Create test case spreadsheet for back-end and front-end	Hue Phuong Le	16/10/2020

Meeting No: 6

Meeting Details

Date	17/10/2020
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	Recording the presentation
2	Finalize all the documents including Project Report

Action Items

No.	Item	Who	By
1	Submit the presentation video and slides	William Bossen	18/10/2020
2	Push all documents to Github	Hue Phuong Le	18/10/2020