Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 1

Meeting Details

Date	09/09/2020
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	Divide user stories into subtasks and create sprint 2 backlog
2	Discuss about DoD of this sprint 2
3	Write Sprint 2 Planning

Action Items

No.	Item	Who	By
2	Documentation	William Bossen	19/09/2020
3	Front-End for admin to manage employees	Meng Kheang Leng	14/09/2020
4	Back-End for admin to manage employees	Hue Phuong Le	12/09/2020
5	Merge Chase branch onto development	Vincent Villaflores	10/09/2020

Meeting No: 2

Meeting Details

Date	12/09/2020
Venue	MS Teams
Attendees	Vincent Villaflores s3728807 Meng Kheang Leng s3704080 Hue Phuong Le s3687477 William Bossen s3658961 Chhayhy Kourn s3699618
Apologies	N/A

Information / Decisions

No.	Item
1	Discuss about CircleCi for front-end
2	Update progress (the front-end for admin manage employees is finished before due date)
3	Discuss about deployment using Terraform

Action Items

No.	Item	Who	By
1.	Write unit tests for back-end admin manage employees	Hue Phuong Le	14/09/2020
2	Write unit tests for front-end admin manage employees	Vincent Villaflores	14/09/2020
3	Implement front-end for admin create new session	Chhayhy Kourn	16/09/2020
4	Implement back-end for admin create new session	Hue Phuong Le	16/09/2020

Meeting No: 3

Meeting Details

Date	14/09/2020
Venue	MS Teams
Attendees	Vincent Villaflores s3728807 Meng Kheang Leng s3704080 Hue Phuong Le s3687477
Apologies	William Bossen s3658961 Chhayhy Kourn s3699618

Information / Decisions

No.	Item
1	Progress Check with tutor
2	Individual Unit Testing Lab Marks
3	Discuss with tutor about the issue that a member William Bossen does not have computer
4	Documentation Clarifications

Action Items

No.	Item	Who	By
1	Merge branch feature/adminManagesEmployees to develop branch	Vincent Villaflores	15/09/2020
2	Message Homy about a check for unit testing	Vincent Villaflores	17/09/2020
3	CircleCI for front-end	Vincent Villaflores	19/09/2020

Meeting No: 4

Meeting Details

Date	16/09/2020
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 how to link back-end and front-end in CircleCI
2	Start the manual testing for sprint 2

Action Items

No.	Item	Who	By
1	Write back-end unit tests for admin create new sessions	Hue Phuong Le	19/09/2020
2	Write front-end unit tests for admin create new sessions	Vincent Villaflores	19/09/2020
3	Deploy in AWS using terraform	Vincent Villaflores	22/09/2020

Meeting No: 5

Meeting Details

Date	19/09/2020
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	Discuss and write Sprint 2 Retro
2	Update sprint backlog according to "done" tasks
3	Sprint Retrospective

Action Items

No.	Item	Who	By
1	Merge branch feature/adminCreateSessions to develop branch	Vincent Villaflores	20/09/2020
2	Finalize manual testing sprint 2 spreadsheet	Hue Phuong Le	21/09/2020
3	Fill in the contribution form	Everyone	20/09/2020

Meeting No: 6

Meeting Details

Date	21/09/2020
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 and start writing Sprint Review
2	Demonstration with tutor
3	Discuss with tutor about the PBIs for the next sprint

Action Items

No.	Item	Who	By
1	Put screenshots to sprint review	Meng Kheang Leng & Chhayhy Kourn	21/09/2020
2	Update product backlog according to "done" user stories	Hue Phuong Le	21/09/2020
3	Submit milestone 2	Vincent Villaflores	22/09/2020