

# Meeting Minutes

## Sprint Planning

### Meeting No: 1

#### First Meeting, with Tutor

Date:	27/07/2020
Venue:	MSTeams
Attendees:	Jesse Hilson Alexander Berke Homy
Apologies:	N/A

#### Information / Decisions

No.	Item
1	The role of Scrum Master was decided to do rotation as no one was keen on being master scrum master, Jesse will be first.
2	All formal communications to be done on Microsoft Teams as it can be used by the Tutor to track conversations. Other communication to be used for non project related items can be done using other services.
3	Trello to be used for Task management. To be Set up
4	Spring boot is to be used for back end development. Whilst React for front end.
5	Function requirements split up into groups of 2 for us to generate User Stories

#### Action Items

No.	Item	Who	By
3	Trello to be used for Task management. To be Set up	Hilson	Friday 31/07/2020
5	Functional Requirements 1,2	Jesse	Friday 31/07/2020
5	Functional Requirements 3,4	Hilson	Friday 31/07/202
5	Functional Requirements 5,6	Alexander	Friday 31/07/202
5	Functional Requirements 7,8	Berke	Friday 31/07/202

## Quick Notes

Attended: Jesse, Hilson, Alexander, Berke

For task management the Trello tool was decided to be used. (Hilson in charge of setting up)

For Backend spring boot was decided to be used

For front end React was decided to be used

We decided to start a discord server for informal conversations. Stuff that didn't need to be in Teams such as Link Sharing (Berke in charge of setting up)

We split the functional requirements into two each to create a product backlog.

# Meeting Minutes

## Sprint Planning

### Meeting No: 2

#### First Meeting as a Team without Tutor

Date:	29/07/2020
Venue:	MSTeams
Attendees:	Jesse Hilson Alexander Berke Simon
Apologies:	N/A

### Agenda

Fill in Simon with Monday, perhaps some small introduction

Make sure everyone has access to GitHub group

Trello Update

Set up the project. Clone repository, create an empty project with spring boot and React, create a development/dev branch push to GitHub

Create a General Definition of Done.

Create a UML Class Diagram. (I am happy to do this, don't think it is a requirement but I think it will help a lot)

### Information / Decisions

No.	Item
1	The account structure was discussed Having a Account parent class with three subclasses for Customers, Employees and Admins. A UML class Diagram was decided to be built on the class structure
2	Github project will be built
3	Definition of Done was discussed
4	Trello Status was confirmed to be set up
5	

## Action Items

No.	Item	Who	By
2	Set up the backend of the project on GitHub	Hilson	Monday 3/08/2020
1	UML to be Set up	Jesse	Wednesday 5/08/2020
3	Write a general draft of the Definition of Done	Hilson	Friday 31/07/2020

## Quick Notes

Attended: Jesse, Hilson, Alexander, Berke & Simon

We filled in Simon what he missed out on, during Monday since he was not yet apart of the meeting

Made sure everyone could get onto GitHub

Set up the backend of the project on GitHub (Hilson, is to undergo this task)

Discussed plans for programming sprint one and the structure of the classes. Having a Account parent class with three subclasses for Customers, Employees and Admins. A Booking class was also Decided.

Create a UML class Diagram (Jesse)

Create a Definition of Done to use in general terms, Will be adapted to each user Story. (Hilson)

Product Backlog to be completed by Friday.

# Meeting Minutes

## Sprint Planning

### Meeting No: 3

#### User Story Discussion and scrum poker planning

Date:	31/07/2020
Venue:	MSTeams
Attendees:	Jesse Hilson Alexander Berke Simon
Apologies:	N/A

### Agenda

Methodology for Scrum Poker?

Estimate when we will be able to start programming.

Talk about Files Tab

If we have time. AWS, but most likely we can talk about this on Monday.

### Information / Decisions

No.	Item
1	The account structure was discussed Having a Account parent class with three subclasses for Customers, Employees and Admins. A UML class Diagram was decided to be built on the class structure
2	Github project will be built
3	Definition of Done was discussed
4	Trello Status was confirmed to be set up
5	Scrum Poker was planned and initial scores to be submitted
6	AWS systems to be investigated

### Action Items

No.	Item	Who	By
2	Set up the backend of the project on GitHub	Hilson	Monday 3/08/2020
1	UML to be Set up	Jesse	Wednesday 5/08/2020
3	Write a general draft of the Definition of Done	Hilson	Friday 31/07/2020
5	Initial scores to be submitted by Monday	All	Wednesday 5/08/2020

6	AWS services to be investigated	Berke	Monday 3/08/2020
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## Quick Notes

User Stories we want to tackle will be discussed on Monday once scrum poker is complete

Scrum Poker will be conducted in excel

UML checked with others is all good

General Definition of Done checked with everyone is all good.

Estimation of Monday to Wednesday for programming to start

The Files Tab was explained that it will hold all the files relevant to the project so everyone can have access to them.

Berke will investigate AWS, as he has experience with other services from Google..

Will host a short meeting Monday 10:45 to go over scrum poker and choose User Stories for the Sprint

# Meeting Minutes

## Sprint Planning

### Meeting No: 4

#### Second Meeting With Tutor

Date:	3/08/2020
Venue:	MSTeams
Attendees:	Jesse Hilson Alexander Berke Simon
Apologies:	N/A

## Agenda

### Information / Decisions

No.	Item
1	Make Task management more clear split and delegate (what I had planned)

### Action Items

No.	Item	Who	By

### Quick Notes

# Meeting Minutes

## Sprint Planning

### Meeting No: 5

#### Pre Sprint-Prep

Date:	5/08/2020
Venue:	MSTeams
Attendees:	Jesse Hilson Alexander Berke Simon
Apologies:	N/A

#### Agenda

Task delegation.

Who will be coding what

Who will be writing unit tests for what.

Expectations for the sprint.

Other concerns that may be raised...

Scrum Poker, User Stories with Clashing Scrum Points

Explanation of significant Backend services.

What User Stories Will go into our Backlog for this Sprint.

Acceptance Criteria for the rest of the User Stories.

Start Construction of Burndown Chart

#### Information / Decisions

No.	Item
1	UML Diagram to be updated with the code.
2	If you wish download chrome extension to see scrum points (Optional)
3	Working Hours was discussed to be a class of days with a few variables relating to that day, refer to UML for details
4	Account Class to be of type Abstract



## Action Items

No.	Item	Who	By
1	Account creation (Methods which take parameters and construct/ create an account)	Hilson	19/08/2020
2	Construct Burndown chart for sprint and Customer/user class	Jesse	19/08/2020
3	Creation of a booking	Alexander	19/08/2020
4	Construct employee/worker class	Berke	19/08/2020
5	If no admin account exists create an admin account	Simon	19/08/2020

## Quick Notes

[14:33] Hillson Ngo

Scribed Notes, Meeting - 5/08/2020:

\* Scrum Poker - complete. Differing poker valuing was assessed and made;

\* Discussed potential Milestone focuses; Functionalities: -

Logging/Signing in (Backend), Storing hashed password (if possible).

Involved sorting the existing product backlog and dragging them into the Milestone 1 Spring Backlog. - Creating accounts (backend);

be able to differentiate as an admin/worker/customer in the database (springboot). -

- Creation of Booking System - basic; can make a booking. i.e: different bookings on certain conditions; create it in the backend.

\* Discussed Design Decision: -

Admin Accounts makes Worker Account for employees. However, Employees must change their password after their account has been created.

# Meeting Minutes

## Sprint 0

## Meeting No: 6

### Standup

Date:	5/08/2020
Venue:	MSTeams
Attendees:	Jesse Hilson Alexander Berke Simon
Apologies:	N/A

### Agenda

Week 4 requirements

- Acceptance tests for 2 user stories each
- Sprint backlog, i.e. prioritised and estimated set of tasks, assigned to individuals

Go through admin, burndown chart ect

### Information / Decisions

No.	Item
1	Get all acceptance test completed by Monday for sprint 1

### Action Items

No.	Item	Who	By
1	Write Acceptance tests for assigned user stories	All	10/08/2020
2	Ensure all user stories in sprint backlog have assigned priorities	Jesse	10/08/2020

### Quick Notes

[15:10] Hillson Ngo

Scribed Notes, Meeting - 7/08/2020

- Week 4 requirement - Write Acceptance Tests to 2 User Stories
- 10 User stories in total (group)
- User stories need to be added to our sprint to satisfy this criteria
- Product Backlog.xlsx - assign our names to the product backlog; for user stories we are doing (for Sprint 1)

# Meeting Minutes

## Sprint 0

## Meeting No: 7

### Third Meeting With Tutor

Date:	10/08/2020
Venue:	MSTeams
Attendees:	Jesse Hilson Alexander Berke Simon
Apologies:	N/A

## Agenda

Show weekly required tasks

## Information / Decisions

No.	Item
1	Ensure all tasks are in trello
2	By end of Sprint Admin can see booking history past & current
3	Customer can only see their own history
4	Front end login.

## Action Items

No.	Item	Who	By

## Quick Notes

# Meeting Minutes

## Sprint 0

### Meeting No: 8

#### 'Daily' Standup

Date:	12/08/2020
Venue:	MSTeams
Attendees:	Jesse Hilson Alexander Berke
Apologies:	Simon

#### Agenda

Can people run the program

#### Information / Decisions

No.	Item
1	Link on how to approach assignment code in teams chat
2	Ensure you branch off the development branch before you start any code

#### Action Items

No.	Item	Who	By
1	Put together a document on how to get the first run in IntelliJ	Hilson	15/08/2020

#### Quick Notes

Meeting 12-8-2020

- Reminders: If developing, then make your OWN feature branch. Have fun!

# Meeting Minutes

## Sprint 0

### Meeting No: 9

#### 'Daily' Stand up

Date:	14/08/2020
Venue:	MSTeams
Attendees:	Jesse Hilson Alexander Berke Simon
Apologies:	

#### Agenda

Spark plus and peer Assessment

Assignment Submission

#### Information / Decisions

No.	Item
1	Assignment files due on Monday

#### Action Items

No.	Item	Who	By
1	Spark plus fill out peer review	Everyone	17/08/2020
2	Peer assessment to be drafted	Jesse	17/08/2020

#### Quick Notes

# Meeting Minutes

## Sprint 0

### Meeting No: 10

#### Meeting with Homy

Date:	17/08/2020
Venue:	MSTeams
Attendees:	Jesse Hilson Alexander Berke Simon
Apologies:	

## Agenda

Sprint 1 planning expectations

## Information / Decisions

No.	Item
2	Construction of a Diagram based on database

## Action Items

No.	Item	Who	By
1	Head Wireframe construction	Hilson	31/08/2020
2	UML Diagram for database construction	Alexander	19/08/2020

## Quick Notes

Practical – Week 5

Suggestions (For next two weeks)

- 1) Booking Service (Backend, Frontend & Integrated)
  - Customer can choose a service
  - Service includes selecting a person
  - Employee can be selected based on available time

- If the employee is not available within that time – don't let them do double booking
  - After booking is finished – history can be see
- Login/Registration is not important
  - can be integrated/implemented later
- Service of booking working is enough
- 2) Mockup/Design for the application/project
  - Wireframe/Design of the application (website)//Front end
  - Make sure you choose the type of business you are working on
  - Dashboard/front to be finished within these two weeks
- Get the userstories for this stuff to complete within the next two weeks

#### Questions:

- Requests coming from the front-end; sending and receiving, saving the state
- API/Backend
  - ie. Websites will be using the API/Backend will be 'drawing' these backend to integrate with the existing front-end.
  - Example:
    - Paypal – that is a API, which is helpful as a merchant.
    - REST API – the software is sold as a service
    - Anyone that needs a booking – will be using our API

## Meeting Minutes

### Sprint 1

### Meeting No: 11

#### Sprint 1 Planning

Date:	19/08/2020
Venue:	MSTeams
Attendees:	Jesse Hilson Alexander Berke Simon
Apologies:	

#### Agenda

Plan Sprint based on the Homy's instructions from sprint 1

#### Information / Decisions

No.	Item
1	Merge Code from sprint 0



2	Business Model
3	Write 2 Acceptance Tests, each. If already done for your user story pick two from the backlog
4	Assigned User Stories for Milestone 1.

## Action Items

No.	Item	Who	By
1	Update Trello	Jesse	21/08/2020
2	Merge Code to development	Everyone	21/08/2020

## Quick Notes

- Planning – to draw out the user stories in the backlog that fits the requirements for Milestone 1
  - Milestone 1/Sprint 1
    - Some of the MS1 user stories will need to be done again, esp. for the front-end requirement.
    - This is 'finished'
  - Milestone 2/Sprint 2
    - We added in user stories into the MS2 section
    - **Need to create the acceptance criteria + acceptance testing for these specific user stories.**
    - Some of the tasks from MS1 were dragged into MS2
- Trello and User Stories
  - When writing acceptance testing, write it in trello and then add them to Trello card to showcase your activities (and evidence).
- User Stories Backlog
  - In our excel sheet – red ones seems to be not useful/relevant to the overall functionality requirements.
- Business Type
  - **PT/Gym Booking/Training Services**
    - **Services Include:**
      - **Cardio Training**
      - **Strength Training**
      - **Zoomba (or is Roomba?)**
      - **Bikes**
- Merging
  - Jesse & Berke – Merge their branches first (into development)
    - Berke – Push into dev
      - Had the Abstract Account class – has all the big daddy methods
  - Hillson Merges with Jesse
  - Alex → pulls then merge into Hillson's
  - **Overall (Merging w/ Development)**
    - **Fix yo merge conflicts yo**
    - **Berke → Jesse → Hillson → Alex**

# Meeting Minutes

## Sprint 1

### Meeting No: 12

#### Sprint 1

Date:	21/08/2020
Venue:	MSTeams
Attendees:	Jesse Hilson Alexander Berke Simon
Apologies:	

#### Agenda

Code merge update

Sprint planning draft update

#### Information / Decisions

No.	Item
1	Code has been merged
2	Sprint draft is complete

#### Action Items

No.	Item	Who	By

#### Quick Notes

Monday we are getting marked by sprint meeting participation.

# Meeting Minutes

## Sprint 1

### Meeting No: 14

#### Sprint 1 Daily standup

Date:	24/08/2020
Venue:	MSTeams
Attendees:	Jesse Hilson Alexander Berke Simon
Apologies:	

#### Agenda

Progress update

#### Information / Decisions

No.	Item

#### Action Items

No.	Item	Who	By

#### Quick Notes

# Meeting Minutes

## Sprint 1

### Meeting No: 15

#### Sprint 1 sprint retro

Date:	26/08/2020
Venue:	MSTeams
Attendees:	Jesse Hilson Alexander Berke Simon
Apologies:	

#### Agenda

Progress update.

Sprint Retro

#### Information / Decisions

No.	Item
1	Regular meeting and communication went well
2	Linking the front end and back end together could have gone better
3	Communication with tutor could be improved

#### Action Items

No.	Item	Who	By

#### Quick Notes

# Meeting Minutes

## Sprint 1/2

### Meeting No: 16

#### Sprint 1/2 sprint review/sprint planning

Date:	7/09/2020
Venue:	MSTeams
Attendees:	Jesse Hilson Alexander Berke Simon
Apologies:	

### Agenda

Go through assignment 1 feedback

Demo Sprint 1

### Information / Decisions

No.	Item
1	Sprint 2 Started ends 22/09/2020
2	Aim to get tasks done a few days before so we have time to merge and integration testing
3	Sprint evolves around admin functionality, Admin can create employees, admin can assign services to employee, admin can edit working hours of an employee
4	Circle Ci to be implemented
5	Aws to be implemented
6	Versioning to be updated in GitHub towards the end of the sprint

### Action Items

No.	Item	Who	By
4	Circle Ci to be implemented	Simon	22/08/2020
5	AWS to be implemented	Berke	22/08/2020

### Quick Notes

**Meeting – Monday – 7/09/2020 - Hilson**

Feedback

Booking

1. Proof of Concept – it's working which is good.
2. Feedback: Needs to be more 'user friendly'.
  1. Available Times should be shown
  2. When choosing a service + person, there could be some cube of time-slots, like our timetable selection.
  3. Show at least the next 4 weeks

## Goals

### Milestone 2

- Want an admin

1. Can add or create employee
2. Can give service to employee
3. Can give roster to employee
4. Our discussion:
  1. A front-end feature
    1. Create a front-end page
      - Deploy CircleCI for Automated Build and Continuous Integration
      - Deploy application to AWS
      - Release a version on Github with Release Notes
    - Unit Tests
1. Unit tests for our functionalities, front-end and back

### Our Goals

1. Give Admin, Employee and Customers a dashboard
  1. Does not have to be fully functional – can be WIP– not the main focus at the end of this sprint.
  2. Needs two buttons, 'Edit Services' & 'Edit Working Hours' button
    1. Could link it up to the back-end

### Other Notes

### Admin Checkups

1. Push to your repository regularly, even if it doesn't work. This shows that you have been working on your stuff.
  1. Comment on it:
    1. What you've done
    2. What still needs to be done
    3. What should be concerned
2. Branches need to be cleaned
3. Remember to remove comments + add logical comments in your backend.

# Meeting Minutes

## Sprint 2

### Meeting No: 17

#### Sprint 2 Daily Standup

Date:	11/09/2020
Venue:	MSTeams
Attendees:	Jesse Hilson Alexander Berke Simon
Apologies:	

## Agenda

### Information / Decisions

No.	Item
1	4 Unit Tests per person necessary for Progress Marks Individual
2	Update With Simon's Github issue. (Was incorrect login credentials)

## Action Items

No.	Item	Who	By

## Quick Notes

# Meeting Minutes

## Sprint 2

### Meeting No: 18

#### Sprint 2 Meeting with Tutor

Date:	14/09/2020
Venue:	MSTeams
Attendees:	Jesse Hilson Alexander Berke Simon
Apologies:	

## Agenda

Showcase unit testing

## Information / Decisions

No.	Item
1	Unit testing was showcased
2	Update on progress
3	Ensure we are constantly updating Trello Checklist

## Action Items

No.	Item	Who	By

## Quick Notes



# Meeting Minutes

## Sprint 2

### Meeting No: 19

#### Sprint 2 Sprint retro

Date:	18/09/2020
Venue:	MSTeams
Attendees:	Jesse Hilson Alexander Berke Simon
Apologies:	

## Agenda

Sprint Retro

Final Full catchup

## Information / Decisions

No.	Item
1	Ensure everyone is creating comments on the classes they make
2	Ensure we are adding documentation
3	Despite extension, everything besides CircleCi must be done by Sunday Night due to demo Monday

## Action Items

No.	Item	Who	By

## Quick Notes

-> Log your Acceptance Testing; needed for Milestone submission. Look at your assigned acceptance test in Trello, and log it down. The file is within Teams--> Files.

-> Documentation

-> Acceptance Tests (as mentioned above)

-> READ.ME file under Project>docs

## //Sprint Retro

### -- Things That Went Well?

- Language + Communication

### --Things That Could Have Gone Better?

- Keeping on track on the code
- Consistently updating the code on our branches, rather than a quick input all at once

### -- Things That Surprised Us

- Front-end, the annoyance of attempting to implement a submission into the back-end experienced the... error.

### -- Lessons Learned

- Asking tutor for clarity provided necessary feedback when needed provided much time saved.