

## Meeting Minutes:

31/7/2020

### Meeting details

<b>Date</b>	31/7/2020
<b>Venue</b>	Online (Microsoft Teams)
<b>Attendees</b>	Abrar Al-Sagheer Elizabeth Tawaf Lawrence Abdelmalek Richard Wang
<b>Apologies</b>	Brodey Yendall

### Information/decisions

<b>No.</b>	<b>Item</b>
1.	How are worker passwords set when an admin creates them? Worker passwords are set by the workers themselves. We can have one login for customers and one for service providers. An approach could be to provide a link to an application to become a service provider.
2.	How do we handle pull requests? We must have at least one approval before merging the branch. Remember to branch into your own feature branch before starting work on a feature.
3.	What is the primary key for a user? We agreed that a primary key for a user should be an email address or a user name. An alternative, which is harder to implement but could be looked into for future features is to use a phone number.

### Action items

None.

# 3/8/2020

## Meeting details

<b>Date</b>	3/8/2020
<b>Venue</b>	Online (Microsoft Teams)
<b>Attendees</b>	Abrar Al-Sagheer Brodey Yendall Elizabeth Tawaf Lawrence Abdelmalek Richard Wang
<b>Apologies</b>	None

## Information/decisions

<b>No.</b>	<b>Item</b>
1.	How are we writing acceptance criteria for our user stories? Everyone should write acceptance criteria per ticket, not per story. Everyone will be responsible for writing AC's for their own tasks as deemed necessary.
2.	How are we managing documentation? Using Google Docs with a link from our Jira and GitHub.

## Action items

<b>No.</b>	<b>Items</b>	<b>Who</b>	<b>By</b>
1.	Complete work on the passwords service.	Abrar	End of sprint 1.
2.	Complete work on the hours and booking services	Lawrence & Brodey	End of sprint 1.
3.	Work on the user front-end pages.	Liza	End of sprint 1.

4.	Ask the tutor about acceptance testing.	Anyone	During the next tutorial/lab.
5.	Complete designs for the employer and employee views.	Richard	End of sprint 1.

# 7/8/2020

## Meeting details

<b>Date</b>	7/8/10
<b>Venue</b>	Online (Microsoft Teams)
<b>Attendees</b>	Brodey Yendall Elizabeth Tawaf Lawrence Abdelmalek Richard Wang
<b>Apologies</b>	Abrar Al-Sagheer

## Information/decisions

<b>No.</b>	<b>Item</b>
1.	How will we manage story point estimation? We will go over estimation and priorities of our backlog on Monday (10/8).
2.	How will we manage issues/bug reports? Record problems in GitHub through "Issues" to track them and create a "Bug" ticket in Jira with a "Problem" label.
3.	What should the release branch be used for? Release will be a stepping stone for master branch.

## Action items

None.

# 10/8/2020

## Meeting details

<b>Date</b>	10/8/2020
<b>Venue</b>	Online (Microsoft Teams)
<b>Attendees</b>	Abrar Al-Sagheer Brodey Yendall Elizabeth Tawaf Lawrence Abdelmalek Richard Wang
<b>Apologies</b>	None

## Information/decisions

<b>No.</b>	<b>Item</b>
1.	Docker images for spinning up service for local development? Begin looking into Docker for future development but no need to be implemented in sprint 2.
2.	How much is a story point? 1 point 1 hour. 10 hours worth of work per sprint. Members should have 10 story points worth of work committed per sprint.

## Action items

No.	Items	Who	By
1.	Assign someone to figure out linking the front end to the back end.	Richard	End of sprint 2
2.	Re-estimate our story points for stories in the previous sprint (sprint 1).	Everyone	ASAP
3.	Create story tickets for everyone for the above mentioned task.	Brodey	ASAP
4.	Remove redundant old back-end tickets in the backlog.	Brodey	ASAP
5.	Move carry-over tickets to sprint 2. Close sprint 1. Open sprint 2.	Brodey.	ASAP

# 14/8/2020

## Meeting details

<b>Date</b>	14/8/2020
<b>Venue</b>	Online (Microsoft Teams)
<b>Attendees</b>	Abrar Al-Sagheer Brodey Yendall Elizabeth Tawaf Lawrence Abdelmalek Richard Wang
<b>Apologies</b>	None

## Information/decisions

<b>No.</b>	<b>Item</b>
1.	What are the main focus points before milestone 1? We should work on completing our backlog stories and filling them out, other documentation work that needs to be completed as well.
2.	Should we delete old branches after they have been merged? Let's ask Homy.
3	<a href="#">Sprint 1 Retro</a>  Positives coming out of sprint 1 included great management work coming from Brodey as Scrum Master. The team has been meshing well together and been progressing with development well.  Things that could have been better include shorter meetings. Having more organisation and purpose will help speed meetings along quicker. Also better documentation around our back-end services to know what query and body parameters, and response codes. An action item coming from this will be to create a service document to outline all API endpoints and details.  One important thing is knowledge sharing between back-end and front-end. Currently we don't really communicate between teams. We will address this by having a regular knowledge sharing session to talk about the work we've done, and walkthrough the implementation details.

## Action items

No.	Items	Who	By
1.	Create DOD's and tests for frontend and backend tickets in the backlog.	Brodey/Liza	Milestone 1 (17/8)
2.	Merge frontend PR to develop branch.	Liza	Milestone 1 (17/8)
3	Increase the number of acceptance tests.	Liza/Abrar	Milestone 1 (17/8)
4.	Finish unit tests for the Hours service and optionally the Booking Service.	Lawrence/Brodey	Milestone 1 (17/8)



# 17/8/2020

## Meeting details

<b>Date</b>	17/8/2020
<b>Venue</b>	Online (Microsoft Teams)
<b>Attendees</b>	Abrar Al-Sagheer Brodey Yendall Elizabeth Tawaf Lawrence Abdelmalek Richard Wang
<b>Apologies</b>	None

## Information/decisions

<b>No.</b>	<b>Item</b>
1.	<p>What do we need to have completed by the end of sprint 2? Bookings and hours service completed, and mocked availability service.</p> <p>Main feature from the Product Owner is to have the ability to create a booking, and to allow a customer to view a booking.</p>
2.	<p>When is our knowledge sharing session? Friday! We will talk about some features and functionality from the front-end and back-end, how exactly they work, and what they provide to the user.</p>
3.	<p>Product Owner requirements:</p> <ul style="list-style-type: none"><li>● Customer can book (full integration)<ul style="list-style-type: none"><li>○ Link front-end back-end</li><li>○ Front-end doesn't need to be complete, but back-end must have functionality complete</li></ul></li><li>● Customer can see their bookings<ul style="list-style-type: none"><li>○ Can't do double or past bookings</li></ul></li><li>● User sign-in optional to complete</li></ul>

## Action items

No.	Items	Who	By
1.	Finish Bookings front-end (design and implementation)	Richard/Liza	End of sprint 2 (24/7)
2.	Finish Booking back-end service	Lawrence	End of sprint 2 (24/7)
3.	Finish Hours back-end service	Lawrence	End of sprint 2 (24/7)
4.	Create Availability back-end service	Abrar	End of sprint 2 (24/7)
5.	Improve back-end testing with temporary database.	Brodey	End of sprint 2 (24/7)
6.	Refactor back-end common library.	Brodey	End of sprint 2 (24/7)

# 21/8/2020

## Meeting details

<b>Date</b>	21/8/2020
<b>Venue</b>	Online (Microsoft Teams)
<b>Attendees</b>	Abrar Al-Sagheer Brodey Yendall Elizabeth Tawaf Lawrence Abdelmalek Richard Wang
<b>Apologies</b>	None

## Information/decisions

<b>No.</b>	<b>Item</b>
1.	Knowledge sharing session. <ul style="list-style-type: none"><li>• Brodey.<ul style="list-style-type: none"><li>◦ Runthrough of the database schemas and back-end. Talked about how to set up Docker for local testing. Also demonstrated some of the unit tests for back-end services.</li></ul></li><li>• Richard - Front-end dashboards, demonstrating the functionality of being able to create a booking as a logged-in user. As well, showed off how the back-end calls to the booking service was created using react-query library and callback functions.</li></ul>

## Action items

<b>No.</b>	<b>Items</b>	<b>Who</b>	<b>By</b>
1.	Create tickets for front-end work for logging in/signing up.	Liza/Richard	End of sprint 2 (23/8).

# 24/8/2020

## Meeting details

<b>Date</b>	24/8/2020
<b>Venue</b>	Online (Microsoft Teams)
<b>Attendees</b>	Abrar Al-Sagheer Brodey Yendall Elizabeth Tawaf Lawrence Abdelmalek Richard Wang
<b>Apologies</b>	None

## Information/decisions

<b>No.</b>	<b>Item</b>
1.	Discussion about aligning sprints with rest of class. Sprint will end at the end of this week on Friday (28/8). We will be aligning the rest of the sprints with our class to ensure that we can deliver work at the right time.

## Action items

<b>No.</b>	<b>Items</b>	<b>Who</b>	<b>By</b>
1.	Create more columns for Jira for "Review" and "Blocked" for better organisation and scrum practice.	Brodey	ASAP
2.	Add @Cross-Origin header to backend services	Back-end team	ASAP

# 28/8/2020

## Meeting details

<b>Date</b>	28/8/2020
<b>Venue</b>	Online (Microsoft Teams)
<b>Attendees</b>	Abrar Al-Sagheer Brodey Yendall Elizabeth Tawaf Lawrence Abdelmalek Richard Wang
<b>Apologies</b>	None

## Information/decisions

<b>No.</b>	<b>Item</b>
1.	Held a standup meeting. Back-end work that was delivered includes the availability service, unit testing on the bookings service, and black-box testing. Front-end work that was delivered was the booking functionality, and authenticated logging in for users in the database.

## Action items

<b>No.</b>	<b>Items</b>	<b>Who</b>	<b>By</b>
1.	Close sprint 2 and start sprint 3	Brodey	Today

# 7/9/2020

## Meeting details

<b>Date</b>	7/9/2020
<b>Venue</b>	Online (Microsoft Teams)
<b>Attendees</b>	Abrar Al-Sagheer Brodey Yendall Elizabeth Tawaf Lawrence Abdelmalek Richard Wang
<b>Apologies</b>	None

## Information/decisions

<b>No.</b>	<b>Item</b>
1.	<p>Sprint review with Product Owner. We showed Homy the work on bookings and how to make a booking from the user dashboard. Homy critiqued our work with a few key points:</p> <ul style="list-style-type: none"><li>• Show availability for workers better. This means not giving the user the ability to book whenever time they want, but within set timeslots that get fetched based on what worker is chosen.</li></ul> <p>As well, Homy wants us to plan and deliver some admin dashboard functionality by next sprint. This includes adding a worker, and assigning worker hours as an admin. As well, Homy wants us to set up CI pipeline. These notes are further details in sprint planning below.</p>

## Action items

No.	Items	Who	By
1.	Align sprints from sprint 3 onwards	Brodey	ASAP
2.	Release our application from master branch	Team	Today
3.	Talk to Homy about priorities for sprint 3	Team	Sometime
4.	Follow up on Epic organisation from meeting	Richard	ASAP

# 11/9/2020

## Meeting details

<b>Date</b>	11/9/2020
<b>Venue</b>	Online (Microsoft Teams)
<b>Attendees</b>	Abrar Al-Sagheer Brodey Yendall Elizabeth Tawaf Lawrence Abdelmalek Richard Wang
<b>Apologies</b>	None

## Information/decisions

<b>No.</b>	<b>Item</b>
1.	Standup meeting. Not much work has been done since last standup due to the mid-semester test, mostly just review and admin work. The focus for the rest of the week is to ensure everyone has written their unit tests for the lab marks, and continue working on the admin functionality Homy wanted us to do.
2.	<p>Sprint 2 retrospective meeting. We addressed the issue from last sprint about not having enough documentation, as we now have updated channels for viewing details about services, and how to set up front-end and back-end for local development. We also congratulated ourselves on milestone 1 marks. At the end of the retro, we went over to see what we could have improved on, and action items have been defined to improve for next time.</p> <p>We raised the question about how to handle and use epics. We decided that all stories should be under an epic, and that if all stories under an epic are done, we move that epic to done. If we need to create new epics, we can do so when they are required.</p> <p>Looking forward, we need to keep continuing good practices to deliver the work required.</p>



## Action items

No.	Items	Who	By
1.	Update meeting minutes notes and give further detail.	Richard	ASAP

# 14/9/2020

## Meeting details

<b>Date</b>	14/9/2020
<b>Venue</b>	Online (Microsoft Teams)
<b>Attendees</b>	Abrar Al-Sagheer Brodey Yendall Elizabeth Tawaf Lawrence Abdelmalek Richard Wang
<b>Apologies</b>	None

## Information/decisions

<b>No.</b>	<b>Item</b>
1.	Unit testing review with Homy. We showed Homy our tests written for back-end and front-end, illustrating edge cases, UI testing, user-flow testing, etc. Our approach to testing was to ensure we cover each different type of scenario, while also trying to reach full line coverage to ensure we test everything.
2.	<p>Standup meeting. CircleCI pipeline is still in progress work, and this week will be focused on finishing the admin functionality asked by Homy for us to complete.</p> <p>We should continue to focus on the tasks set out by Product Owner for admin functionality and CircleCI until the end of sprint.</p>

## Action items

None

# 18/9/2020

## Meeting details

<b>Date</b>	18/9/2020
<b>Venue</b>	Online (Microsoft Teams)
<b>Attendees</b>	Abrar Al-Sagheer Brodey Yendall Elizabeth Tawaf Lawrence Abdelmalek Richard Wang
<b>Apologies</b>	None

## Information/decisions

<b>No.</b>	<b>Item</b>
1.	<p>Stand up meeting.</p> <p>Brodey: Uplifting back-end services and testing, Hours and Bookings completed, working on Users. Will work on fixing defects and bugs.</p> <p>Abrar: Started working on CircleCI pipeline. Slightly blocked by the limitation of credits to use to run the pipelines. Trying to work around this by using private GitHub repo.</p> <p>Liza: Finished working on implementing the ability to add worker from admin dashboard.</p> <p>Lawrence: Worked on base page for admin dashboard. Will be picking up some uplifting on the user dashboard to give users the ability to edit their own data.</p> <p>Richard: Will be working on uplifting the availability view of workers for when making a booking</p>
2.	<p>Milestone 2 health check.</p> <p>Looks like our team is on track to deliver all of the milestone 2 functionality requested by Homy. This mainly includes the admin dashboard functionality, as well as uplifting the bookings availability view for each worker.</p> <p>CircleCI pipeline is in progress currently. We need to decide what the scope of the pipeline work is, and where to draw the definition of</p>

	<p>done.</p> <p>We're aiming to deploy only our back-end services to the cloud by milestone 2, due to the large amount of work and scope, as well as closing deadlines. Just in case, we will try to reach out to our Product Owner to clarify how much scope is in the CircleCI deployment for milestone 2.</p> <p>Not sure if we need to update the user stories due to not having any new stories coming out of the functionality we need for milestone 2. We already pre-filled out many user stories for common functionality before milestone 1 such that we didn't need to add any more.</p>
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## Action items

No.	Items	Who	By
1.	Finalise the pipeline deployment for milestone 2	Abrar/Brodey	Milestone 2
2.	Finalise front-end work for milestone 2	Richard (still in progress) Liza/Lawrence (done)	Milestone 2

# 21/9/2020

## Meeting details

<b>Date</b>	21/9/2020
<b>Venue</b>	Online (Microsoft Teams)
<b>Attendees</b>	Abrar Al-Sagheer Brodey Yendall Elizabeth Tawaf Lawrence Abdelmalek Richard Wang
<b>Apologies</b>	None

## Information/decisions

<b>No.</b>	<b>Item</b>
1.	<p>Sprint review with Homy.</p> <p>We demonstrated our work on updating back-end testing, with updated tests from a repository level. As well we updated Homy on our progress with CI/CD pipeline. Currently, we are only targeting the milestone 2 deadlines and requirements, so automated deployment from pipelines for both front-end and back-end are not needed. Those will be chased after for milestone 3.</p> <p>The main feature we showed to Homy was the updates to the front-end admin and user functionality. While nothing was criticised from the admin functionality of adding workers and assigning worker hours, Homy did mention he wanted a different view for the bookings showing worker availability. As such, we planned around this uplifted feature for next sprint as detailed below.</p>
2.	<p>The reworking of the appointment booking page.</p> <p>Started discussing potential designs and libraries to use.</p>
3.	<p>Additional sprint 3 scope explanation.</p> <p>CircleCI pipeline implementation. Updating deployment links to fix</p>

	<p>deployed application working in dev environment as well as local. We need to assign a ticket in this sprint to add configuration for local and dev endpoints and dynamically load the endpoint URLs based on the environment.</p> <p>Front-end bookings implementation.</p>
4.	<p>A short sprint planning session however it was cut short to give us time to investigate possibilities.</p> <p>Upon returning from a break, we started demonstrating/exploring different react calendar libraries to see our options. We started weighing the positives and negatives with each to see what our best option is.</p> <p>Tomorrow we will be spiking out a custom implementation.</p>

## Action items

No.	Items	Who	By
1.	Finish sprint planning	The team	Later tonight