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| **Date:** | 29/08/2019 |
| **Time:** | 1820 |
| **Venue:** | SIS SR 3.3 |
| **Attendees:** | Amanda Choo Bryan Yong Hu Hongren  Rachel Lui Wei Minn |
| **Agenda:** | 1. Project Kickoff  2. Discuss pair programming  3. Install Git  4. Discuss Schedule  5. Discuss Metrics |

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|  | **To Do** | **Team Member(s)** | **Due Date** |
| 1 | Contribute to schedule on google sheets | Everyone | 30 Aug 2019 |
| 2 | Come up with standard questions for metrics on google docs | Bryan Yong | 30 Aug 2019 |
| 3 | Trello | Everyone | 30 Aug 2019 |
| 4 | Read recommended Git directory format | Everyone | 30 Aug 2019 |
| 5 | Look at functionalities and understand flow of application | Everyone | 30 Aug 2019 |

The team decided to install and proceed with making ourselves familiar with git with Wei Minn guiding us through it as he has used git previously. The team successfully created a shared repository and learned how to commit, push and pull files to and from the repository. At the same time decided how we are going to do our functionalities and how we are going to work as a team. We also discussed our team dynamics to ensure that everyone is on the same page going forth with this project.

The team has also decided in the previous lesson that Bryan would be our first Project Manager. He then talked us through what we needed to do starting with the schedule and pair programming. We discussed and decided that we should finish the schedule by Friday, 30 Aug 2019 so we are able to start coding by this weekend.

Next, we talked about metrics and how important it is to come up with a standard set of questions so we can compare our statistics along the way. Following metrics, we then went over tasks and sub-tasks and how we are going about our sprints.

After team discussion, we concluded to create our schedule on google sheets and we will be using the Gantt Chart method to do this. As we have done our research online, there are multiple applications that enable teams to easily create Gantt Charts however, we are unsure if that is acceptable thus, we will be starting on google sheets until we gain confirmation from our professors if using those applications are acceptable.

Next, we then moved on to project functionalities and how we are going to tackle them as a team. We went through the different functional requirements on the wiki page. However, we decided that the functional requirements would be extensive to go through within this meeting. We then decided that we will have our second meeting tomorrow to continue discussing the functionalities.

The meeting was adjourned at 1941. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Rachel Lui

Vetted and edited by,

Amanda Choo