Andrew Swayze

Github Repository: <https://github.com/RoguePiranha/CSE490PersonalDevelopment>

For Sprint 1, as we focus on determining and implementing product features, here's how I'll approach it:

1. **Identifying Product Features:** First, we'll gather as a team to pinpoint the essential features needed for the Requirements Document updates. Each feature will be broken down into specific stories, ensuring everyone on the team has two to three stories assigned to them.
2. **Poker Planning and Assignment:** We'll hold a poker planning session to estimate the effort required for each story. This will help us allocate tasks effectively and ensure they are assigned to the appropriate team members.
3. **Task Completion and Tracking:** Each team member will complete their assigned tasks according to the estimates and record the results, maintaining transparency and accountability.

When it comes to knowing if a job or task is done, here's my criterion:

* **Unit Testing:** Every piece of code or document update must be fully unit tested to ensure it functions as expected.
* **Peer Review:** Each task must undergo a thorough review by at least one peer to confirm accuracy and completeness.
* **Check-in:** All updates must be checked into our version control system. This confirms that changes are saved and tracked.
* **Integration Testing:** After individual tasks are checked in, they should be tested within the system to ensure they work correctly in the live environment.

To prove that I've completed a task, I'll ensure:

* Documentation of test results and peer review feedback.
* Recording all changes and updates in the version control system.
* Providing a summary of completed tasks and their impact on the project during team updates or stand-ups.

Lastly, for a quick check or a second opinion, I'll reach out with a direct request to a teammate or via our team communication channel: "Can someone take a look at this, please?" This approach not only facilitates immediate feedback but also fosters a collaborative team environment.

This structured approach ensures all updates to the Requirements Document are well-defined, reviewed, and integrated into our project repository.

**Meeting Minutes - Meeting January 25, 2024**

**Attendance:**

* Present: Brother Clements (Lead), [List of attendees]
* Absent: [List of absentees]

**Agenda:**

1. Update on project progress and tasks.
2. Clarification on roles and responsibilities.
3. Configuration management discussion.
4. Intern questions and clarifications.

**Meeting Notes:**

* Brother Clements led a discussion on the project's status, overcoming challenges from recent weather issues.
* Clarity was provided on using GitHub, story writing, labeling, and the importance of mobile development.
* Team leads will be decided through mutual agreement, and interns are free to choose their teams.
* A deep dive into configuration management was given, emphasizing effective version tracking and changes.
* There was reassurance on grading leniency and the importance of team communication and collaboration.

**Action Items:**

1. Continue working on project tasks and update branches on GitHub.
2. Communicate within teams for better collaboration.
3. Explore provided resources to understand front-end development better.
4. Follow the discussed configuration management process.

**Next Meeting:**

* Date: [Next Meeting Date]
* Agenda: [Agenda Items]

This version of the notes keeps the original information but presents it in a more digestible, less formal format while maintaining professionalism.