

# Meeting Minutes - 4

---

## Meeting Agenda

### Date and Time

**Date:** 16 September 2023

**Time:** 10:00 PM - 12:00 AM

### Location

Discord Call

### Participants

- Brian Nge Jing Hong
- Chua Xian Loong
- Diana Wijaya
- Koe Rui En
- Lucas Wee
- Muhammad Ibrahim bin Mohd Yusni

## Agenda Details

### Meeting Objectives

1. Plan Sprint 2 goal
2. Identify improvement areas based on feedback given
3. Decide User Story Points for sprint two
4. Decide on individual task allocation for sprint two

### Pre- meeting Preparations

1. Each team member should have seen all the user stories made previously.

### Agenda Details

Time	Content
10 minutes	Plan Sprint 2 goals and decide areas in the software that require modification according to feedback given during Sprint One Review

40 minutes	Decide User Story Points for sprint two <ul style="list-style-type: none"> <li>- Use planning poker website to decide story point</li> <li>- Discussions to finalise story points to be done if there are conflicts in opinions.</li> </ul>
70 minutes	Decide on individual task allocation for sprint two
<b>Total meeting time: 120 minutes</b>	

## Meeting Minutes

### Attendance

Group member	Present	Absent
Brian Nge Jing Hong	✓	
Chua Xian Loong	✓	
Diana Wijaya	✓	
Koe Rui En	✓	
Lucas Wee	✓	
Muhammad Ibrahim Bin Mohd Yusni	✓	

### Apologies

-

### Minute Taker and Time Keeper

**Minute taker:** Rui En

**Time Keeper:** Rui En

### Meeting Summary from Previous Meeting

-

### Agenda

Plan Sprint 2 Goal

The “What”

The sprint goal is to implement sprint view and sprint management where tasks from product backlog can be added to the sprint backlog.

### **Task Allocation (The “How”)**

*Check tasks allocations*

#### Task Allocation

- 1. US17: As a project manager, I want to create new sprint, so that I can plan and execute a focused period of work.**
  - Diana will be responsible for making design decisions for creating sprint.
  - Brian will get code out for the overall website.
  - Rui En will be tasked with implementing a new sprint button on the sprint board page.
  - Xian Loong will handle the implementation of features related to the start and end dates, as well as the title of the sprint.
  - Lucas will be responsible for saving the details of the date and title in the database and ensuring they are properly rendered in the sprint view page.
- 2. US18: As a project team member, I want to view all my sprints with their essential information, so that I can have a comprehensive view of project progress and plan my work effectively.**
  - Diana will make design decisions on the sprint board page, including all the buttons and create links for them.
  - Ibrahim will get overall code for the website, link buttons to change views, and render essential information such as start date, end date, status, and existing sprints. He will also implement the sprint status feature on the sprint board page to enable sprint closure.
  - Lucas will extract the relevant information from the database for rendering.
- 3. US19: As a project team member, I want to view a sprint board, so that I can efficiently track our sprint's workflow and ensure project tasks are completed on time.**
  - Brian will get overall base code.
  - Diana will design the sprint board page, implement buttons for the graph, to-do, in-progress, and done, and display task statuses on the sprint board page.
  - Lucas will manage the database, saving start and end sprint information and updates.
  - Ibrahim will edit tasks and render the website.
  - Diana and Xian Loong will collaborate on pair programming to implement drag-and-drop functionality for tasks between to-do, in-progress, and done columns.
  - Lucas will ensure task status information is saved in the database.
- 4. US20: As a project team member, I want to see both the product backlog and sprint on one page, so that I can have a comprehensive overview of all the tasks and easily manage them.**
  - Brain will get the overall code for this feature and also add buttons and link to their respective websites.
  - Diana will design the sprint management view.
  - Diana and Xian Loong will practise pair programming to do the drag and drop functionality from sprint review to product backlog
  - Ibrahim will render the cards and the proper sprint for the sprint selected correctly.
  - Chua will also implement the dropdown for the sprint selection.
  - Lucas will save the dragged data accordingly to the database when a task from the product backlog drags it into another box.

5. **US21: As a project manager, I want to end sprints, for better progress tracking and project planning.**
  - Diana will make design decisions for the sprint-ending button.
  - Ibrahim will implement the sprint-ending button.
  - Lucas will record the sprint-ending changes in the database.
6. **US22: As a project manager, I want to see team progress charts, so that I can make informed decisions and assess project performance more efficiently.**
  - Brian will obtain the overall website code and generate the burndown chart and velocity table.
  - Xian Loong will render the graph according to the page size.
  - Lucas will extract the necessary data from the database for graph generation.
7. **US23: As a project team member, I want to be able to switch sprint views, so that I can customise the display to match my preferred view and work more effectively.**
  - Diana will design the sprint card view with all the essential information and render tasks based on the database.
  - Brian will extract overall code structure
8. **US30: As a project manager, I want the software to look more feminine, so that we can celebrate women in project management more significantly.**
  - Brian will design the website background.
  - Ibrahim will integrate the background into all the essential pages.

## Sprint Two Modification

To Change:

1. User should be able to create sprint and task from sprint backlog
2. Users should be able to create start and end time for sprint only in the sprint backlog, not in product backlog.

To Add:

1. Background image shows celebrating women in project management. However, the page can follow the same Barbie theme.
2. Sprint related features such as sprint board, burndown chart, velocity chart.

## Decide Story Point for sprint two

### **Rating the story points for user stories based on planning poker with modified fibonacci**

Note: User Story 26 and 29 has been documented in the following meeting: [W Meeting 3 - 11/9/2023](#)

#### **US17**

**As a project manager, I want to make a new sprint, so that I can plan and execute a focused period of work.**

#### **Discussion:**

Chua - 3, because this is a bit similar to what we already did so it shouldn't be that hard.

Diana - 5, because this involves a lot of steps, including adding the date of the spring, and saving it into the database correctly.

Brian - 3, because this would be similar to creating a task in the product backlog and therefore would be quite easy to implement.

Lucas - 8, need to figure out how to move the tasks from the product backlog and into the sprint backlog.

Rui en - 5, because creating sprint tasks need involving database, front-end and back-end to save information

Ibrahim - 5, because we would need to store this new sprint information

Overall - 5, because this would mean that we need to learn how to move the tasks from the product backlog and this also involves adding a lot of different features.

## **US18**

**As a project team member, I want to view all my sprints with their essential information, so that I can have a comprehensive view of project progress and plan my work effectively.**

### **Discussion:**

Chua - 3, because this is just grabbing all the information needed and displaying it to the user.

Diana - 3, because this is similar to rendering the backlog items page made previously, as long as we can extract the information correctly from the database.

Brian - 5 because this would mean that the team needs to learn how to implement the database system similar to the one in sprint one and might take a while to get used to.

Lucas - 3, it will be similar to the product backlog where you just have to get the data from the database.

Rui en - 2, because it is similar to implement product backlog feature as we just need to obtain information from database

Ibrahim - 5, because we would need to render the relevant sprint information from the database

Overall - 3, because we have to correctly extract the data from the database and render it accordingly with the correct information.

## **US19**

**As a project team member, I want to view task status from sprint board, so that I can efficiently track our sprint's workflow and ensure project tasks are completed on time.**

### **Discussion:**

Chua - 2, because it is also the same as the previous user story which is just grabbing the information and displaying it to the user

Diana - 2, because it should be simple to add the task status on the sprint board, as long as we can extract the correct information from the database.

Brian - 3 because if we were able to implement the features in US18, we would be able to figure out where to extract the necessary information to be displayed out in the sprint board.

Lucas - 3, because you just need to set the task status and then just display the data

Rui en - 2, because just view tasks on the website by obtaining information from the database.

Ibrahim - 2, because we just need to retrieve the task status from the database and render it

Overall - 2 because we would just need to extract the task status and render it onto the sprint board.

## **US20**

**As a project team member, I want to see both the product backlog and sprint on one page, so that I can have a comprehensive overview of all the tasks and easily manage them.**

### **Discussion:**

Chua - 8, because in order to achieve this we need to have both the backlog and sprint in one page and this might be really complicated.

Diana - 8, because this involves a lot of steps including drag and drop from the product backlog to the sprint, and also must render all the correct items in the product backlog and the selected sprint.

Brian - 5, because we would need to know and figure out the scaling configuration in order to split the screen and also display the product backlog and sprint backlog onto one page while filling them up with the necessary information.

Lucas - 8, need to figure out the proper UI/UX for both of it to be displayed correctly and neatly

Rui en - 5, because we need to have high knowledge in HTML or Javascript so that we can figure out how to implement product backlog and sprint features on the same page.

Ibrahim - 5, because both the product backlog and sprint backlog require rendering, and we need to implement a drag and drop feature for tasks from the product backlog to the sprint backlog

Overall - 5, because we would have to implement both the product backlog and sprint backlog, while implementing the split screen feature.

## **US21**

**As a project manager, I want to end sprints, for better progress tracking and project planning.**

### **Discussion:**

Chua - 2, because this is very simple, you just need to remove the instance.

Diana - 2, because this is simple to implement, as this involves deleting the instance from the database through a button, and we have done this before.

Brian - 3, because this would be similar to the delete feature that was implemented in sprint one but would just need to change it to not be deleted entirely from the system but removed from the sprint board.

Lucas - 3, because can just reuse the code that has been written for the previous feature.

Rui en - 2, because we just need to implement an end button in the sprint page.

Ibrahim - 3, because we just need to implement an end sprint button which would save that information to the database

Overall - 3, because this is similar to what we did in sprint one, we just need to change the status instead of deleting the entire sprint from the database.

## **US22**

**As a project manager, I want to see team progress charts, so that I can make informed decisions and assess project performance more efficiently.**

### **Discussion:**

Chua - 5, because it is not that hard to grab all the information but in order to make a burndown chart it might be quite complicated.

Diana - 8, because it may be quite difficult to generate the burndown chart and burnup charts, and we would have to compile all the data from the sprint properly.

Brian - 8, because we would need to figure out how to use the data that was collected and put it into a graph in Javascript. It also has to be displayed out in a readable format with labels.

Lucas - 8, need to get the story point data from the database and then with the story points generate a graph. Also need to figure out how to generate graphs over time based on the time the task closes.

Rui en - 5, because it is hard to implement this feature as we need to know how to take data from the database and integrate with the charts.

Ibrahim - 8, because generating real-time charts requires more prior knowledge

Overall - 8, because we would need to generate the burndown chart and burnup charts which would be difficult as generating real-time charts requires prior knowledge which takes time to learn.

## **US23**

**As a project team member, I want to be able to switch sprint views, so that I can customise the display to match my preferred view and work more effectively.**

**Discussion:**

Chua - 2, because this is very similar to something we did in the previous sprint

Diana - 3, because it should be simple to change the view of the sprint, as it was done before in the first sprint.

Brian - 2, because this is exactly similar to the feature that was implemented in sprint one where different product backlog views can be displayed.

Lucas - 3, because this feature is similar as the previous sprint, just changing the display view

Rui en - 3, because this feature same as sprint one, just switching display view

Ibrahim - 3, because we would just need to render the sprint information in a different format

Overall - 3, because it was done before in the previous sprint, where we just had to implement a button and change the view overall, with all the essential information.

**US24**

**As a project manager, I want to moderate my team as an admin, so that I can evaluate team performance, and enhance project management.**

**Discussion:**

Chua - 8, because it is quite difficult to make admin be able to make the accounts for team members as this is quite complicated.

Diana - 8, because it may be quite difficult to implement making accounts for users as an admin itself, since this involves a lot of information such as username, email, and password, these may be different to what we have been doing.

Brian - 8, because this involves changing the password for users, involves adding admin leverage and adding the option to view team members' contributions which would be additional features to implement. These features would be relatively new to the current system.

Lucas - 8, because we might need to figure out how to implement a safe and secure way of creating users. Admin should not be able to change the user password if so then the admin will be able to access every single user in the system.

Rui en - 5, because we need to find a way to implement an admin feature to create accounts for other members and this may involve high skill for back-end developers.

Ibrahim - 5, because we would need to implement an admin account that can add other team members using only emails

Overall - 8, because this would be difficult to implement as admin would be making accounts for users. We would also need to add new features such as viewing team members' contributions which would be difficult given that it has not been done in sprint one.

**US25**

**As a project manager, I want to be able to log in to an admin account, so that I can have necessary privileges to manage the project and team effectively.**

**Discussion:**

Chua - 8, because this requires to save the information and have access to other people's information and this is quite complicated as this might lead to potential breaches in the future.

Diana - 5, because this requires a lot of backend work that involves checking the user input for correct credentials input, then only allow them to login, then we have to align the information that the admin can see based on their account too.

Brian - 3, because this has been partially implemented in sprint one where users are able to log into the system. We would just need to modify it to allow admin to log in instead.

Lucas - 8, need to figure out how to create an admin account that have a lot of features.

Rui en - 8, because we need to retrieve data from the database to validate the admin account so the admin can login into the admin page.

Ibrahim - 5, because we would need to implement admin privileges and set it to an admin account, which will redirect to the admin dashboard

Overall - 5, because we need to retrieve data from the database to validate the admin account while implementing admin privileges and setting it to admin account.

## **US27**

**As a project manager, I want to view individual contributions, so that I can assess and recognize team members' efforts effectively.**

### **Discussion:**

Chua - 3, because this only includes extracting the individual contributions from the data to display it to the user.

Diana - 5, because this includes the individual contribution graph, which may be quite difficult to implement as we have to get all the necessary information from the database, and we have to generate a graph that we have never done before.

Brian - 3, because we would just need to extract the data that was stored in the sprint and display it out while calculating the total.

Lucas - 5, probably can just filter the tasks by user.

Rui en - 8, because we need to retrieve information and real time integrate with charts to view each member's contribution.

Ibrahim - 3, because we would just need to get the contribution information from the database and generate the individual graphs.

Overall - 5, because we would just need to extract the data that was stored in the sprint, but it may be difficult to generate a graph out of it.

## **US28**

**As a project manager, I want to see the overall contribution in my team, so that I can gain insights into the collective effort and progress, and make informed decisions.**

### **Discussion:**

Chua - 2, because this is just extracting all the information and calculating the overall contribution and displaying it to the user.

Diana - 2, because this only requires us to display a list of all the contributions per user, and there are no graphs needed to be generated.

Brian - 3, because this would be very similar to US27 but we would just need to calculate the total time for all users in the system.

Lucas - 3, just need to know how to get the information of who did the task.

Rui en - 2, because this feature is similar to previous user stories as it just displays the overall contribution of the team.

Ibrahim - 3, because we would need to retrieve the contribution information for each user and combine it into a graph

Overall - 2, because we would just need to display a list of all the contributions per user which would be the total time for all users in the system.



## US30

**As a project manager, I want the software to look more feminine, so that we can celebrate women in project management more significantly.**

### Discussion:

Chua - 2, because we might be unsure of how feminine background should be but it shouldn't be hard to implement it into the background.

Diana - 1, because just change the background of the software, easy to implement.

Brian - 2, because we would just need to put a jpg background onto the website.

Lucas - 2, nice background, we just need to change the background to match the user story.

Rui en - 2, because we just add background to the software.

Ibrahim - 1, because we only need to change the background in the CSS and HTML files.

Overall - 2, because it is simple to just change the background to a more feminine one that we designed.

## AOB

### To remind all team members

All team members should perform commits in the GitLab repository and the commit details provided should be detailed and informational. The team should utilise the powerup (TimeCamp) to add time for tasks on Trello.

## Next Meeting

Date: 21/09/2024

Time: 1:00 pm- 2:00pm

Place: Computer lab 3