Meeting Agenda

Date and Time

Date: 07 September 2023

Time: 12:00 PM - 12:30 PM

Location

Computer lab 3, 9403

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. Provide updates on each team member's work progress since the previous meeting
2. Highlight any encountered impediments
3. Specify tasks that should be completed before the next meeting
4. Discussion on how the rendering process would work.
5. Check up on user stories to see if any changes need to be made.

Pre-meeting Preparations

1. Each team member should complete their own tasks before the meeting
2. Each team member should prepare future tasks that should be completed to report.

Agenda Details

Time	Content

20 minutes	- Provide updates on each team member's work progress since the previous meeting - Highlight any encountered impediments - Specify tasks that should be completed before the next meeting
10 minutes	- Discussion on how the rendering process would work. - Check up on user stories to see if any changes need to be made.
Total meeting time: 30 minutes	

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:

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Minute Taker and Time Keeper:

Minute taker: Rui En

Time Keeper: Rui En

Meeting Summary from Previous Meeting

Our team engaged in several key activities during the meeting. Initially, we discussed the assignment of story points, providing explanations for our decisions on each user story. Subsequently, we refined the user stories, ensuring they aligned with the INVEST criteria. Afterward, each team member assigned tasks to themselves. Following this, we collectively reviewed the product backlog, deliberating on which features to update in our product. Then, our team determined the sprint goal, considering both the 'what' and the 'how' of our project. Before ending the meeting, our Scrum Master summarised the key details and outcomes of our entire discussion.

Agenda

Provide updates on each team member's work progress since the previous meeting

Brian - Have mainly helped Ibrahim with the frontend part of the web application, more specifically editing the checkbox functionality and page.

Chua - Have implemented the calendar and time functionality in the web application. Have fixed the time button to allow better user interaction.

Lucas - Have done the database implementation to ensure that data can be stored in the database. Have found a method to deploy the website by hosting it on firebase.

Rui En - Have done code documentation to allow easier understanding of the code in future.

Diana - Have implemented the scaling feature for the web application to ensure that the web application scales according to the screen no matter the device.

Ibrahim - Have implemented the rendering functionality to allow the cards to load into view. Have added dynamic UI for the "add task" page and changed the task status to a drop-down list to allow more simplified experience.

Highlight any encountered impediments since the previous meeting

Brian - There is limited knowledge in databases and javascript since I have not touched those areas before and therefore lack the experience.

Chua - There were no obstacles encountered when performing the task.

Lucas - There is limited knowledge in databases since it is something that has not been taught before. Therefore, there will be difficulty experienced when trying to learn databases for the project.

Rui En - There is limited knowledge in Javascript and database. I am also struggling in the Python language as well, so it would be difficult for me to help with front-end and back-end tasks given the limited experience in coding generally.

Diana - Designing the UI/UX for a web application is difficult especially when there are multiple considerations to take into account such as simplicity while making sure to add more features in.

Ibrahim - It is difficult to render tasks onto the main product backlog page as I have to figure out the javascript code required to do so while making sure that different pages of the web application are able to access that.

Brian Nge Jing Hong - I would be assisting Ibrahim with the rendering of tasks any help is required. The product should be checked as well to ensure that all features mentioned in the sprint goal are accomplished and detect any missing features in the product.

Chua Xian Loong - I would be doing the user acceptance criteria for the user stories and assist with any backend matters if needed.

Lucas Wee - I would be working on developing a new feature, which is a login page for the web application.

Koe Rui En - I would be updating the risk registers and write the necessary documentation such as meeting minutes or code documentation.

Diana Wijaya - I would be fixing the UI/UX of the mockup to be shown to the client during the meeting. I would also be updating the user stories and check the user acceptance criteria done by Chua to ensure that it matches with the current user story.

Muhammad Ibrahim bin Mohd Yusni - I would be rendering the existing tasks from the database to the main page. Besides, I would implement the sorting by tags and priorities feature by integrating the "filter task" functionality to the web application.

Discussion on how the rendering process would work.

Brian initiated the discussion on the rendering process and how it would be working. Ibrahim mentioned that he already has the base code of how it would look like in Javascript. Therefore, it is just a matter of changing the variables and also making sure that the main backlog page takes in those variables and displays them (rendering).
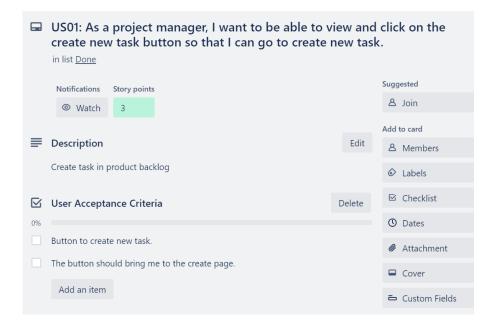
Check up on user stories to see if any changes need to be made.

Brian mentioned that the team has to check if the user stories follow the INVEST criteria. After looking through user stories and refining some of them, the user stories are found to follow the INVEST criteria and therefore can be used in the product and sprint backlog.

AOB

Discuss user acceptance criteria for testing

Our team discussed and added acceptance criteria for some of the user stories in Trello. An example of the user acceptance criteria for one of the user stories can be found here:

US01: As a project manager, I want to be able to view and click on the create new task button so that I can go to create new task.

in list Done

Notifications   Story points

👁 Watch   3

☰ Description   Edit

Create task in product backlog

☑ User Acceptance Criteria   Delete

0%

☐ Button to create new task.

☐ The button should bring me to the create page.

Add an item

Suggested

👤 Join

Add to card

👤 Members

◈ Labels

☑ Checklist

🕐 Dates

📎 Attachment

🖥 Cover

🗂 Custom Fields

Next Meeting

Date: 11/09/2023

Time: 9:00 pm- 10:00 pm

Place: Discord Call