

Meeting Minutes - 1

Meeting Agenda

Date and Time

Date: 04 September 2023, Monday

Time: 9:00 PM - 10:45 PM

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. Decide on the story points for each user story.
2. Refine the user stories according to the INVEST criteria.
3. Task allocations.
4. Discuss features to be added in the sprint backlog.
5. Discuss the sprint goal based on the “what” and the “how”.

Pre-meeting Preparations

1. Each team member should be familiar with the requirements.
2. Each team member should have seen all the user stories made previously.

Agenda Details

Time	Content
60 minutes	Decide on the story points for each user story <ul style="list-style-type: none">- Use planning poker website to decide story point- Discussions to finalise story points to be done if there are conflicts in opinions.

30 minutes	Refine the user stories according to the INVEST criteria <ul style="list-style-type: none"> - Make sure each user story follows INVEST - Update the user stories in the excel sheet made for user stories.
30 minutes	Task allocations <ul style="list-style-type: none"> - Task allocations based on roles mentioned in project inception
15 minutes	Discuss features to be added in the sprint backlog <ul style="list-style-type: none"> - Decide which user stories goes into the first sprint
15 minutes	Discuss the sprint goal based on the “what” and “how”
10 minutes	Conclusion <ul style="list-style-type: none"> - Conclude the meeting.
Total meeting time: 160 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

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Agenda

Decide Story Point

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

US1

As a project manager, I want to create a new task in the product backlog so that I can track upcoming work for my team.

Discussion:

Chua - 5 - It's kinda hard, many specifics when creating tasks such as involving front end, back end and database.

Diana - 8 - Because i thought this is the whole thing.. Including BE, FE, and database.

Brian - 3 - Experimented button with text box, looks good, just implement dbs to record. Cos creating new task is

Lucas - 8 - This is the main task that we do and need to integrate the database with the web app.

Rui en - 2 - Because fe and be already implement, easy to integrate the database

Ibrahim - 3 - Front end part seems okay to implement, only need to keep and retrieve data from database

Overall 3 - Because after discussion, the team feels like we have the necessary skill set to code the "Create Task" function

US2

As a project team member, I want to add a description to each task so that the requirements and the context of the task are clear to anyone who works on it.

Discussion:

Chua - 2 - It is just adding a text box and attach to the tasks so should be quite simple and fast to accomplish
Diana - 2 - This would only require us to add a textbox, to each task, in html, and the rest will be done in the database.

Brian - 2 - This is because this user story would just involve adding a text box in the HTML setting which is rather easily done.

Lucas - 2 - Just adding a text box

Rui En - 2 - Adding text box as involving html may have difficulty to implement

Ibrahim - 2 - Only adding a text field to fill up description for a task

Overall - 2 - Because it is just adding a textbox to add the "add a description" functionality

US3

As a project team member, I want to add at least one tag to a task so that we can quickly identify the category or technology involved (Front end, Back end, API, etc.).

Discussion:

Chua - 2 - This is just making checkboxes with descriptions and can be done easily

Diana - 5 - There might be a lot of tags possible, and we might not know what exactly the client wants. The implementation might be easy.

Brian - 1 - Because we would just need to add the checkbox functionality which will be easy because I have personally added checkbox to HTML websites before and it wasn't too difficult to do.

Lucas - 2 - This is just a checkbox with values that can be easily saved

Rui En - 5 - Because it may hard to implement if many tags are added

Ibrahim - 2 - Only adding a selection menu (checkbox) for tags to assign to tasks which is simple to implement.

Overall - 2 - Because it can be done easily with the checkbox implementation to add the tags. However, there might be a lot of tags. Therefore, overall it is 2.

US4

As a project manager, I want to set the priority of each task (Low, Medium, Important, Urgent) so that the team knows what to focus on first.

Discussion:

Chua - 3 - Because it is quite simple to just tag a task with priority but it might be tricky to sort the tasks by the priority.

Diana - 1 - Because this is as simple as just making a radio box to select a priority (similar to US2 & US3), a bit of difficulty may occur when we show the priority in the card or list view.

Brian - 2 Because we would need to implement the same checkbox functionality to allow tags (Low, Medium, Important, Urgent) similar to US3 which is quite simple to perform.

Lucas - 2, This is just a drop down list with values yet again.

Rui En -3, Because implementing a drop down list is simple, but sorting priority may be difficult.

Ibrahim - 2 - Because implementing a drop down list for the four different priorities is quite simple.

Overall - 2 - Because it can be implemented easily with the radiobox method, to select one priority.

US5

As a project team member, I want to assign story points to a task (ranging from 1 to 10) so that we can estimate the effort needed to complete it.

Discussion:

Chua - 2 - Because it's just prompting the user to choose a value from 1 to 10.

Diana - 2 - Because we would just need to implement this using a dropdown, which is simple to implement, the only difficulty may be that there are 10 values, which may be difficult to store in the database.

Brian - 2 - because this can be done by using a dropdown function that will record the story point that the user would give. The numbers would be in fibonacci sequence and that would be the story points for the task.

Lucas - 1 - because this is literally just a dropdown list of values.

Rui En - 3 - because dropdown functions have been done, but assigning story points and store values in the database may be hard.

Ibrahim - 2 - because assigning story points would be done by using a dropdown list to choose from (1 to 10)

Overall - 2 - Because it can be implemented easily with the dropdown functionality that can be implemented into HTML easily.

US6

As a project manager, I want to assign each task to a maximum of one team member so that responsibilities are clear.

Discussion:

Chua - 3 - Because it might be hard to keep track of the members that are already chosen for other tasks.

Diana - 1 - Because this feature is simply done using a dropdown function in HTML, which is easy to implement. This is similar to US5.

Brian - 2 because this feature can be done using the dropdown functionality similar to US5. Therefore, this is quite simple to accomplish.

Lucas - 3, actually this is easy because the dropdown list can only choose one user. But how do we add new users in the future to the dropdown list?

Rui En - 2 - Because the feature is the same as US5, easy to implement.

Ibrahim - 1 - because assigning a team member can be implemented using a dropdown list and dummy data.

Overall - 2 - It is simple to implement in HTML using the built in dropdown functionality. This is considered a simple task.

US7

As a project team member, I want to edit tasks in the product backlog by clicking into it so that I can easily update or correct information.

Discussion:

Chua - 5 - Because it is quite a hassle to make it be able to edit all the tasks and information and update it to the database

Diana - 5 - Because this involves editing all the features in the task, including the description, person in charge, story point, priority, and task status. These features can be easily changed through the pre-made functionalities, however it may be difficult to edit it in the database.

Brian - 5 because it involves loading the information (filled up previously) from the database and fill up the page with the existing information. This would be complicated because we would need to fill up at a specific location.

Lucas - 5, because editing the task and then updating it back to the database is difficult.

Rui En - 5- Because editing tasks in the product backlog need to interact with database, that we need to obtain information from there

Ibrahim - 5 - because editing tasks requires the retrieving of information from the database, and updating it which is tedious

Overall - 5 because it is difficult to load the information from the database and fill up the page with the necessary information at the correct area.

US8

As a project team member, I want to see the name, tag(s), story points, and priority on each task card so that I can quickly grasp what the task involves.

Discussion:

Chua - 2, because it is quite easy to just grab all the information and prompt it to the card.

Diana - 3, It would be simple to implement just displaying the important things in each task card. This would just take some work in HTML.

Brian - 5, because we would need to load information from the database and fill up the variables such as name, tag(s), story points, and priority with the loaded information.

Lucas - 5, because it would be hard as it would just require to fetch data from the database and render it on the web app.

Rui En - 2, because it just gets information, such as tags and story points and displays them.

Ibrahim - 3, because retrieving the information from the database and displaying it on the task card would be difficult

Overall - 5, because this would require all the database information to load before filling up the blanks in the display, which may be hard to implement and process.

US9

As a project manager, I want to delete tasks in the product backlog so that we can remove items that are no longer relevant or needed.

Discussion:

Chua - 3 - It is just creating a button to delete the data from the database and removing it from the card view.

Diana - 2, with a click of a button, we just need to implement it so that it is removed from the database, and make sure it does not show up in the task cards and list.

Brian - 1 because we can remove the data from the database similar to removing an element from a list and the website should work as expected since we would not tamper with the other elements.

Lucas - 2, should be easy to update the database and empty the entry.

Rui En - 3 -Because it also involves databases that we need to search and delete the tasks from there.

Ibrahim - 3 - because the tasks needs to be deleted from the database and the list needs to be updated

Overall - 3, it involves deletion of data from the database, which may be complicated as it requires us to search through the existing database to find the exact one to delete. Other than that, an error in the deletion may result in great consequences.

US10

As a project team member, I want to filter tasks by tags so that I can focus on specific categories of work.

Discussion:

Chua - 8 - Should be quite hard to implement to make the tags to be filtered based on specific categories of work.

Diana - 5, because this will be quite complicated to implement, since it is hard to decide which tag to filter by, and would take a lot of time to make up an algorithm for the best sorting algorithm.

Brian - 5 because we would need to find a way to loop through all the tasks and filter them based on their tag which could be difficult without database knowledge.

Lucas - 8, because we would need to request all the data based on the tags.

Rui En - 8 - Because it is a complicated process that we need to search tasks by tags and from there we need to filter the tasks by using algorithms.

Ibrahim - 5 - Because we need to get the tag to filter from the user and go through the list of existing tasks from the database and sort it, which would be quite difficult.

Overall - 8 - Because it is very complicated to implement it to get all the data based on the tags and sort it by the specific categories of work.

US11

As a project team member, I want to sort tasks by priority so that I can easily identify what should be worked on first.

Discussion:

Chua - 5 - Should be a bit hard but not too complicated to sort the priority.

Diana - 5, because this will be quite complicated to implement, since it is hard to implement and would take a lot of time to make up an algorithm for the best sorting algorithm.

Brian - 5 because we would need to find a way to loop through all the tasks and filter them based on their priorities which would be difficult similar to US10.

Lucas - 8, because we would need to sort based on priority, if we use bubble sort; this operation would result in high time complexity, which will severely degrade the performance of the web app.

Rui En - 8 - because this feature is the same as previous features that it is hard to implement, as algorithms need time to search the tasks and may increase the cost and complexity of the system.

Ibrahim - 5 - Because we would need to go through all the tasks retrieved from the database and sort from the highest priority and display it to the user which would be tedious.

Overall - 5, because it takes up a lot of time to find a sorting algorithm to filter out the tasks based on difficulty, the performance of the app would be slowed down majorly if a good sorting algorithm was not implemented.

US12

As a project team member, I want to switch between card view and list view so that I can choose the layout that helps me manage tasks most efficiently.

Discussion:

Chua - 3 - shouldn't be too hard to just switch between the card and list view.

Diana - 3, with the existence of all the data in the existing database, it would be quite simple to just implement just displaying it out in 2 different ways

Brian - 5, because this would be a very tedious task to perform as we would need to find a method to manage the view on the screen so that the cards and the lists are displayed nicely according to what the requirements are.

Lucas - 5, because how would we achieve this in a responsive manner? We might need to refresh the page everytime we do this operation.

Rui En - 3 - because data can be obtained from the database and it may be easy to switch between card view and list view.

Ibrahim - 3 - because retrieving data from the database and displaying it in different views would be okay to implement.

Overall - 5 because it would be difficult to manage the view on the screen to switch between card view and listview especially with different views.

US13

As a project team member, I want the project management tool to use a Barbie-themed colour scheme (pastel, pink, light blue) so that it's visually pleasing.

Discussion:

Chua - 1 - should be very easy as just use the same colour code to make the website overall look like barbie

Diana - 1, simple implementation of the colour scheme.

Brian - 2, because it would involve finding the correct colour and presenting it to the client and integrating it to the website.

Lucas - 1, just CSS.

Rui En - 1, because just setting the colour of the website.

Ibrahim - 1 - because setting the colour scheme of the application would be quite simple.

Overall - 1 - It is easy to implement the colour scheme, and it is flexible, as it is not hard to change the overall theme.

US14

As a project team member, I want the project management tool to record all the past responses and activities so that I can keep track of what was being recorded.

Discussion:

Chua - 8 - this should be quite challenging to keep track of every past responses and activities

Diana - 5, this is the most important and hectic part of the project. This requires the knowledge to combine HTML, CSS and the database management system, firebase. But we have a professional team member that is good in FireStore.

Brian - 2, because we have a team member who is proficient in Firebase which is a backend as a service which has a database that is called Firestore that would store the previous inputted data.

Lucas - 8, because handling a database is quite complicated and requires a lot of experience and training .

Rui En - 8, Because this is the most important feature as it needs to store all the responses and activities in the database and may be challenging to members without knowledge of databases.

Ibrahim - 5, Because maintaining and updating a database system, Firebase, would be very difficult to implement and work concurrently with the front-end

Overall - 8, might be hard to keep track, and we cannot fully depend on one professional team member.

US15

As a project team member, I want to assign a status for my task in project backlog, so that I can figure out what has not been started, doing and completed.

Discussion:

Chua - 3, because it is quite simple to make a drop down to choose what status to assign the task to.

Diana - 2, because it is similar to any other features, just need to implement a dropdown feature and save it to the database correctly.

Brian - 3, because we can utilise a dropdown feature to implement this functionality in the system similar to the "assign" dropdown feature.

Lucas -2, because adding a dropdown list and saving its data to the database is similar to the other user stories.

Rui En - 3, because adding status for task is simple

Ibrahim - 2, because it is simple to implement a dropdown menu for each of the three task statuses

Overall - 2, because it would be simple to implement a dropdown feature to add the status of the task.

US16

As a project team member, I want to be able to track my time spent on completing a task, so that I can see how much time I dedicated on each task and improve my skills.

Discussion:

Chua - 5 - because it is kinda difficult to make the pop down for the calendar and time to select and save it to the database.

Diana - 5, because it may be quite difficult to add pop ups of the calendar and time for users to select the time and date of the start and end time.

Brian - 8, because we would need to use Javascript to implement this feature and allow the user to choose a date from the calendar. This would be difficult as we would need to allow a calendar popup to display on the page.

Lucas - 5, because this will require the backend to calculate the time based on a starting data and ending date.

Rui En - 5, because implementing tracking time spent feature may require members expertise in the JavaScript as well as pop ups of the calendar.

Ibrahim - 3, because it will be about implementing several JavaScript functions to calculate time spent on a task with the calendar UI showing up

Overall - 5, because implementing tracking time feature is simple with the built in functions in HTML, however it may take some time to calculate the time, as this requires some backend work.

US26

As a project team member, I want to be able to view credentials so that I know which account is logged in.

Discussion:

Chua - 2, because it's quite simple to just grab the information from the database and showcase it to the page.

Diana - 2, because it requires us to just render the details stored in the database.

Brian - 1, because we would just need to extract the information from the login page or the database and display it on the screen.

Lucas - 3, when the user login, the website can save the credentials locally and then fetch the relevant data from the database.

Rui En - 2, because the retrieved data just displays on the website.

Ibrahim - 2, because the data needs to be retrieved from the database and should be rendered in the user page which is quite straightforward

Overall - 2, because it is simple to get the details of the specific user from the database and render it to this page.

US29

As a project team member, I want to log in into the project management software, so that I can access project resources.

Discussion:

Chua - 5, because the login feature is quite annoying to implement as you will need to connect it to a online firebase server in order for it to work.

Diana - 8, because the login feature may be quite hard to implement, because it requires to be linked with a separate database of details for each separate user. There are also some restrictions in the passwords and emails that users must enter, a lot of testing must be done here.

Brian - 3, because the login feature is easily implemented as we would just need to authenticate the user input with the database values stored.

Lucas - 5, the login feature will need to go through multiple services like authentication and database to be able to securely login.

Rui En - 5, because the login feature needs to be implemented with the database as it needs to retrieve user data from the database.

Ibrahim - 3, because the login feature needs to store usernames and passwords into a dedicated database together with the authentication service, and accounts can be added and retrieved

Overall - 5, because the log in feature will be quite a lengthy process to make the log in details be saved in a server and check the user log in to the database to authenticate the account.

Refine user stories

- Ibrahim emailed Ms Kamala about the number of user stories
- How to cut down quantity of user stories
- Ms Kamala has yet to reply

Task allocations

1. Xian Loong will integrate the "filter task" functionality to the website to allow the user to filter based on the tags or priorities.
2. Diana will do the UI/UX on figma which will be presented as mockups during the client meeting. Diana will implement scaling for the website to allow the website to look nicer when it is opened in different screen ratios.

3. Ibrahim will implement the rendering functionality to allow the main product backlog page to be updated with any new tasks created.
4. Brian will add the base code from Figma using the plugin to create the website and also edit the checkbox functionality as users can only tick one checkbox and not multiple. Diana has suggested using the radio button to implement the checkbox instead. Brian will also do the edit page but leave the variables blank as Lucas has to figure out the database implementation first.
5. Rui En will write the documentation required for the code and create tutorials where necessary to navigate the website.
6. Lucas will figure out the database implementation to allow the website to load previously stored data and also allow the website to store data in the database. Lucas will figure out the variables to allow front end developers to load the data from the edit page.

Features to be added

1. View product backlog and discuss the features to be updated.
2. Features to be updated:
 - a. Scaling of website
 - b. Add another page to the website
 - c. Edit and delete tasks feature
 - d. Filter tasks feature

What and how

The “What”

The sprint goal is to complete the product backlog page where tasks can be added with essential information, edited, deleted and filtered by priority or tags.

Task Allocation (The “How”)

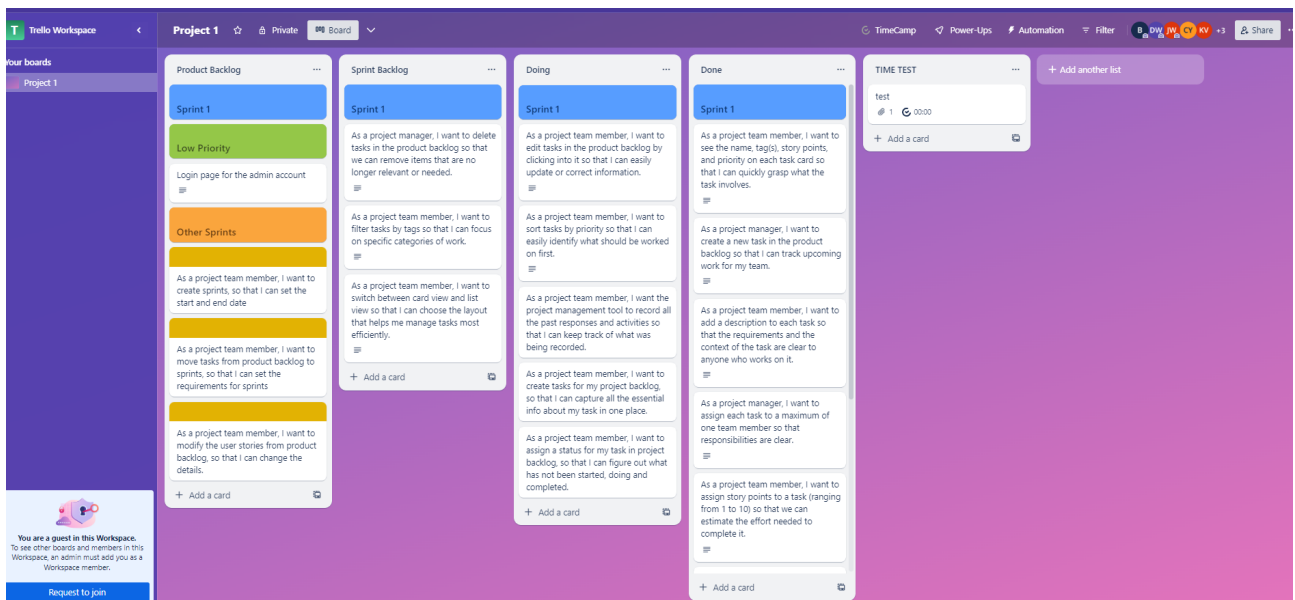
Check tasks allocations

AOB

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Conclusion

1. Decide on the story points for each user story.
 - a. Total of 14 user stories have been discussed. They are from page 2 to page 7.
2. Refine the user stories according to the INVEST criteria.
 - a. Ibrahim has previously emailed Ms Kamala detailing the number of user stories and enquiring about how to cut down the quantity of user stories. Ms Kamala has yet to reply to the email.
 - b. Ibrahim to follow up with Ms Kamala.
3. Task allocation
 - a. The tasks allocation to be completed before the next stand-up meeting tentatively are detailed on page 8.
4. Discuss features to be added in the sprint backlog.
 - a. This has been discussed and modified in Trello.



5. Discuss the sprint goal based on the “what” and the “how”.
 - a. The “what” and “how” have been discussed and detailed on page 8-9.

Next Meeting

Date: 7/9/2023

Time: 2:00-3:00 pm

Place: Computer lab 3