

Meeting Minutes - 10

Meeting Agenda

Date and Time

Date: 8 October 2023

Time: 9:00pm - 9:10 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. Updates on previous tasks allocated (Standup Meeting)

Pre-meeting Preparations

-

Agenda Details

Time	Content
10 minutes	Updates on individuals' progress (Standup Meeting)
Total meeting time: 10 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

-

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, our team determined the sprint 3 goals, considering both the 'what' and the 'how' of our project. Then, we also decided areas in the software that require modification according to feedback given during Sprint Two Review. Subsequently, we discussed the assignment of story points, providing explanations for our decisions on each user story using an online planning poker website. Afterward, each team member assigned tasks to themselves for sprint three.

Agenda

Updates on individuals' progress (Standup Meeting)

The team individual's progress is based on these following points:

- A. What has been accomplished since the last meeting?
- B. What will be done before the next meeting?
- C. What obstacles are in the way?

Individuals' progress report:

1. Brian
 - a. I have accomplished working on user story 28 and have done the base code. Brian has also been working on user story 24. I have added the edit button to edit user and it is working with a popup text box after pressing the button. This is done by javascript. Brian has also added a button to change password but the database is not working with it yet, waiting for Lucas to do the backend.
 - b. I will complete the graph formatting for user story 27.
 - c. There are no obstacles so far.
2. Diana
 - a. I have done the back button for the chart page, to allow the user to go back to the sprint board page. I have also added a back button to the adding a sprint calendar page, so that if the user decides not to create a sprint, they can go back to the sprint view page.
 - b. I will implement the user information feature in the admin view.
 - c. I have reported that the obstacle faced was that the code for the admin view was not in a separate HTML file, instead it was combined with the user's information page, which made it difficult for her to implement the user's information page properly.
3. Ibrahim
 - a. I have completed user story 33, for error checking to ensure only one sprint is in progress.
 - b. I will complete rendering the updated users in the task assignee section.
 - c. There are no obstacles so far.
4. Chua
 - a. I have completed user story 28 and have done the calendar part and the next overall contribution page is still in progress.
 - b. I will complete the overall contribution page.
 - c. There are no obstacles so far.
5. Rui en
 - a. I have completed our team's meeting minutes 9.
 - b. I will complete user acceptance testing for some user stories' features, such as US33 and US25 and meeting minutes 10.
 - c. There are no obstacles so far.
6. Lucas
 - a. I have completed fixing the button to change password and the backend is now working.
 - b. I will complete the backend for the admin view so that the admin can view all the users in the team, user story 24.

- c. There are no obstacles so far.

Next Meeting

Date: 10/10/2023

Time: 9:00pm - 9:10pm

Place: Discord call