Meeting Minutes - 3

Meeting Agenda

Date and Time

Date: 11 September 2023

Time: 09:00 PM - 10:50 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
2. Conducting Sprint Review planning
3. Film Project Demonstration
4. Conducting Sprint Retrospective

Pre-meeting Preparations

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Agenda Details

Time	Content
10 minutes	Updates on previous tasks allocated - All team members report what has been done from the previous meeting
50 minutes	Conducting Sprint Review planning

	- Inspect the product - Analyse on how done the user stories for the sprint are - Write the planning for the demonstration before the actual video demonstration
40 minutes	Film Project Demonstration - Record demonstration of the final product from the first sprint via Zoom
20 minutes	Conducting Sprint Retrospective - What went well? - What were the problems encountered? - What could have been done better? - What will we try next? - What questions do we have?
Total meeting time: 110 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 organised a stand-up meeting last Thursday. During the meeting, we provided updates on each team member's work progress, highlighted impediments encountered, and also mentioned tasks should be completed before the next meeting. Afterward, we had a discussion on how the rendering process would work. Additionally, we discussed the user acceptance criteria for some of the user stories in Trello. Finally, we also checked up on user stories to see if any changes need to be made.

Agenda

Updates on Previous Tasks Allocated

Brian Nge Jing Hong - The rendering of tasks are all completed. Daily check ups on the team to make sure that all the features mentioned in the sprint goal are accomplished. No tasks in the user stories are left undone.

Chua Xian Loong - User acceptance criteria for each user story is done.

Lucas Wee - The new feature, for users to sign up, log in, and to view credentials of the user information are added.

Koe Rui En - Risk registers are updated and recorded constantly, and meeting minutes and meeting agendas are done.

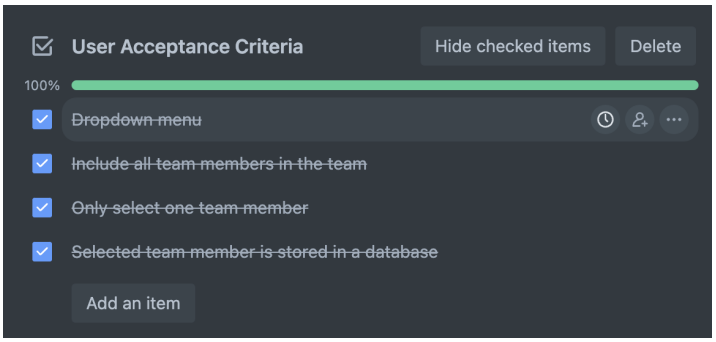
Diana Wijaya - UI/UX of the rest of the requirements are done and ready to be shown to the client during the next client interview. All the user stories for the rest of the requirements are done, assisted in creating the user acceptance criteria and task allocations of each user story.

Muhammad Ibrahim bin Mohd Yusni - Existing tasks from the database are completed, and the functionalities of sorting by tags and priorities are all implemented in the web application.

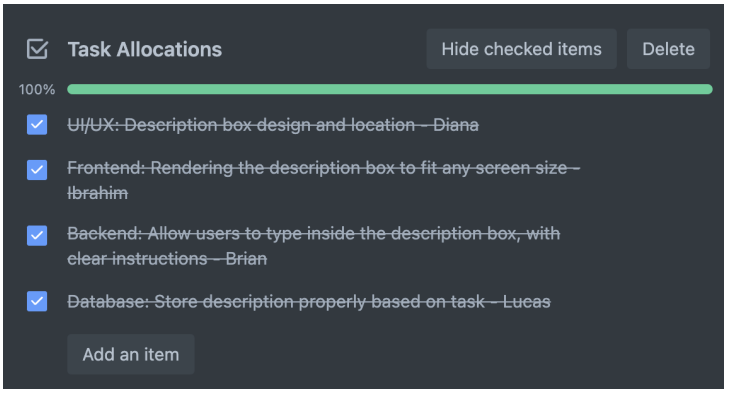
Conducting Sprint Review planning

Inspect the product

All the user acceptance criteria for each user story are confirmed to be done on time by all team members as shown below.

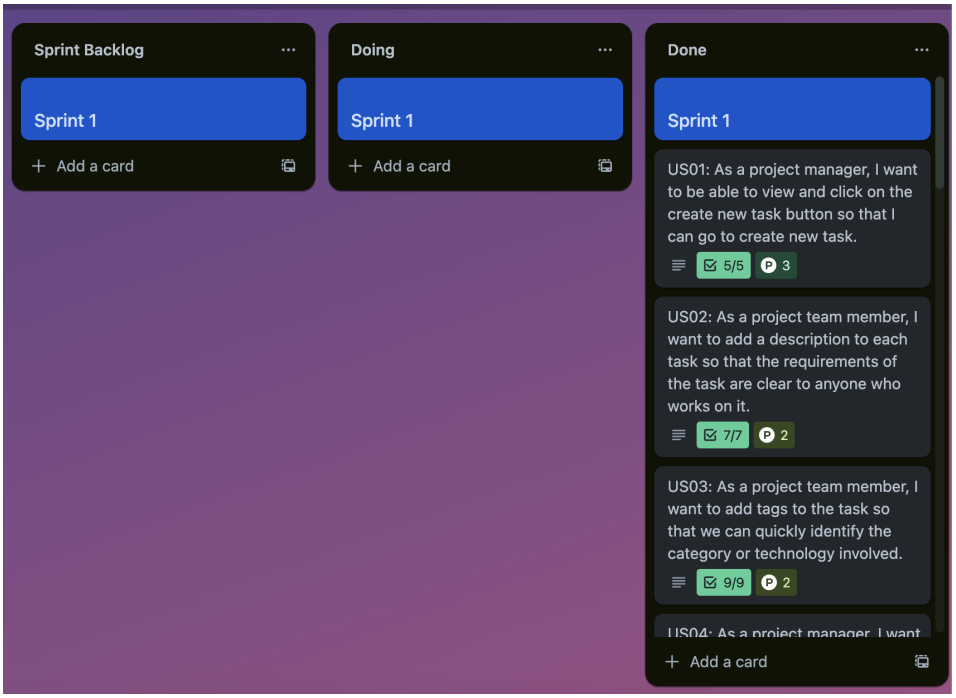


All the tasks allocated in each user story are done on time by all team members as shown below.



Analyse on how "done" the user stories for the sprint are

It is confirmed that all the user stories for the first sprint have been completed. As shown below, all the tasks have been moved into the done section, and there are no more user stories in the sprint backlog and doing sections.



Planning

The team conducted a sprint review planning before beginning to record a video demonstration of our team's progress and working software for Sprint 1. During the discussion, our team decided on their roles for the video:

- Brian introduced our team, sprint goal and project information. He also demonstrated the text box functionality in the "Add A Task" page.
- Ibrahim showed the sprint backlog and user stories as well as wrapping up the demonstration.
- Lucas presented the login, registration user information page of the website.
- Diana introduced the list view, card view and filter tags functionality.

- Xian Loong demonstrated the checkbox, dropdown and calendar functionality within the “Add A Task” page.
- Rui En introduced the edit and delete functionality in the software.

Film Project Demonstration

Our team decided on the platform to record our demonstration. After a brief discussion, all team members agreed to use the Zoom platform to record. After that, we temporarily shifted our meeting to the Zoom platform for recording purposes. We had a rehearsal before commencing the actual video demonstration. After recording, Lucas shared the video in the group for all members to review before creating an unlisted Youtube video.

Sprint Retrospective

- What went well?
- What were the problems encountered?
- What could have been done better?
- What will we try next?
- What questions do we have?

What went well?

Effective Communication and Responsiveness:

- Team members are responsive and typically reply to messages within a day.
- Improved team productivity due to timely communication.
- Tasks are completed on time as a result.

Accountability and Proactive Work Ethic:

- Each team member is accountable for their tasks and roles.
- Proactive work ethic fosters collaboration among team members.
- Assistance is readily offered to those struggling with task allocations.

Even Work Distribution:

- Work is evenly distributed among all team members.
- Prevents one or a few team members from shouldering most of the workload.
- Avoids situations where some members contribute little to no effort.

Timely Task Completion and Adaptability:

- All team members consistently complete their tasks on time.
- Smooth progress within project sprints.
- Flexibility to edit tasks when errors are identified.

Full Team Participation:

- Every team member actively contributes to the project.
- Reduces conflicts as everyone understands each other's roles.
- Ensures a cohesive and collaborative team atmosphere.

Engaged and Efficient Meetings:

- Every team member attends all meetings.
- High levels of attentiveness during meetings.

- Relevant questions and discussions contribute to meeting efficiency.
- Meeting effectiveness enhances overall project success.

What were the problems encountered?
User Story and Acceptance Criteria Challenges:

- Initial user stories were not correctly defined, causing team confusion.
- A lot of duplicated user acceptance criteria and task allocations resulted.
- Poorly defined criteria potentially led to incomplete or incorrect implementations.

Task Allocation and Feedback Improvement:

- Initial task allocation in Trello lacked clarity, causing a lot of confusion.
- Allocation was static with limited feedback mechanisms.
- This issue impacted team efficiency and responsibility clarity.

Domain Knowledge Gap:

- Some functionality, particularly involving languages like JavaScript, required domain knowledge.
- Team members needed to acquire this knowledge quickly due to short sprint durations.
- Short time to adapt to new programming languages for a lot of team members.

Burndown Chart Timing:

- Creation of the burndown chart commenced late, with most user stories already completed.
- Resulted in an inaccurate representation of progress at the start.
- Affected the team's ability to gauge sprint progress effectively.

Initial Lack of Clarity:

- Poorly defined acceptance criteria initially posed a risk of incomplete or incorrect implementations.
- Lack of clarity in project requirements and expectations.
- Could potentially lead to rework and inefficiencies.

Knowledge Gap in JavaScript and Database:

- Limited team knowledge in JavaScript and database management at the project's outset.
- Impacted the team's ability to efficiently code the software.

What could have been done better?
Increased Standup Meetings:

- More frequent standup meetings during the sprint.
- Reporting progress in standup meetings can keep all team members on track.

User Stories Refinement Process Enhancement:

- Improve the refinement process by clarifying user acceptance criteria.
- Break down user stories into smaller, manageable task allocations.
- Conduct regular refinement meetings to refine stories based on feedback.
- Follow the INVEST criteria (Independent, Negotiable, Valuable, Estimable, Small, Testable) to ensure story quality.

Timely Group Message Responses:

- Encourage team members to respond promptly to group messages.
- Active participation prevents others from feeling neglected and maintains effective communication.

Specific Task Allocation:

- Consider more specific task allocations for each team member.
- Address the need for specialisation, especially in cases where some team members were told to handle both front-end and back-end tasks, making it inconsistent
- Role clarity

Organised Meetings:

- Establish clear agendas for all meetings to ensure productivity.
- Predefine meeting objectives and tasks to prevent confusion and time wastage.
- Efficient meeting management contributes to effective collaboration.

Attentive and Direct Standup Meetings:

- Encourage team members to be attentive and direct during standup meetings.
- Detailed updates can help in everyone understanding the team's current status.
- Promote effective communication within the team.

What will we try next?
Task Initiation Updates:

- Team members can notify the group chat when starting a task.
- Regular progress updates, enhancing overall productivity.

Pair Programming:

- Encourage pair programming, where two team members collaborate at one workstation.
- One member codes while the other reviews, fostering knowledge sharing and skill development.
- Frequent role switching can provide fresh perspectives and improve code quality.

Volunteering for Tasks:

- Consider allowing team members to volunteer for tasks rather than assigning all immediately.
- Creates a sense of ownership and enthusiasm among team members.
- Encourages active engagement in project activities.

Task Completion Notifications:

- Inform the group when team members complete their tasks.
- Prevents confusion and ensures clarity about task status.
- Facilitates smooth task tracking and progress monitoring.

Skill-Based Task Allocation:

- Implement skill-based task allocation to match tasks with individuals' expertise.
- Specialization enhances efficiency and quality of work.
- Utilize team members' strengths effectively.

Organised Meetings with Specific Agendas:

- Schedule meetings with clear and specific agendas aligned with project and team goals.
- Ensures discussions are focused and contribute to effective strategy execution.
- Improves meeting efficiency and outcomes.

What questions do we have?

1. How can we make stand-up meetings more efficient and productive? This is because stand-up meetings can sometimes be time consuming and the points mentioned during the meeting might get repetitive. Therefore, it would be beneficial to the team if our stand-up meetings are quick, efficient and productive.
2. How can we improve our engagement in our group communication? This is because engagement in group communication is more significant to strengthen the team bonding and determine whether the Sprint goes smoothly.
3. How can we improve our code review process to catch bugs earlier and reduce the time spent on debugging?
4. What are our goals for the next sprint? This is because setting goals can provide a clear direction for the team, together with being able to appropriately prioritise user stories, properly allocate tasks and to encourage a more proactive approach.
5. How can we ask more questions during meetings? This helps to clarify points that might be vague or complicated to certain team members and ensure that everyone is on the same page.
6. How do we allocate tasks to each team member more fairly? This is because, there are some instances where team members decided to do the tasks without informing the group, this results in the originally assigned team member to not have the chance to do the work.

AOB

Decide on the story points for user stories 31 and 35

Our team discovered that the story points for user stories 26 and 29 have not been decided. Thus, we assigned the story points for user stories 31 and 35. This information can be found in the Meeting Minutes 1 as well as in this document. Meeting 1 - 4/9/2023

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.

Next Meeting

Date: 14/09/2023

Time: 2:00 pm- 3:00pm

Place: Computer lab 3, 9403