

Meeting Minutes - 6

Meeting Agenda

Date and Time

Date: 26 September 2023

Time: 10:00 PM - 11:30 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 individuals' progress (Standup Meeting)
2. Decide story points for new sprint backlog in sprint two
3. Discuss and update risk register discovered during sprint two

Pre- meeting Preparations

1. Each member should understand what they worked on since the last standup meeting.

Agenda Details

| Time | Content |
|------------|--|
| 15 minutes | Updates on individuals' progress (Standup Meeting) |
| 45 minutes | Decide story points for new sprint backlog in sprint two |

| | |
|---------------------------------------|---|
| | <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 | Discuss and update risk register discovered during sprint two |
| Total meeting time: 90 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 mentioned tasks that should be completed before the next meeting. Subsequently, our team also discussed three non-functional requirements to present to the client for them to choose based on their preferences, which will be further implemented in the upcoming sprint three.

Agenda

Updates on individuals' progress (Standup Meeting)

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

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

Individuals' progress report:

1. Brian
 - a. I have accomplished making the velocity graph to work based on specified values since the last meeting.
 - b. What will be done before the next meeting is making the velocity graph work by extracting the sprint ID and using the start time of the sprint and the end time of the task in the "completed" section of the sprint. I will also add the dropdown arrow in the sprint management to allow users to choose which sprints to modify in the sprint management.
 - c. The obstacles I'm facing would be to figure out how to obtain the sprint ID and populate the graph with the data.
2. Diana
 - a. I have completed the drag and drop functionality for the sprint management, where tasks can be dragged from the product backlog into the sprint backlog. Other than that, I have also done the card view for the sprint page, and linked the buttons for users to change the view.
 - b. I will add a back button for the sprint's chart before the next, to navigate the user back to the sprint board.
 - c. No obstacles
3. Ibrahim
 - a. I have remodelled the database collections, added rendering functionality for sprint management, sprint view page and sprint board. Updated the product backlog task cards to not show time logging features. Added drag and drop functionality to the sprint board.
 - b. I will be completing the status of the sprint to be shown on the sprint, adding a complete button to the sprints that are in progress on the sprint view.
 - c. There are currently no obstacles.
4. Chua
 - a. I have completed the dual calendar selection for the create new sprint and made a button to save the start date and end date and go to the next page.
 - b. I will fix the navigation bar and make it dynamic and also add it to the sprint management for both list and card view and product backlog list and card view and sprint management and fix it so that it does not block the add task button when there are multiple tasks on the screen and fix the user screen for the navigation bar.
 - c. I am feeling a bit sick but other than that there shouldn't be any obstacles.
5. Rui en
 - a. I have completed studying html tutorial and creating button using html and css
 - b. I will be completing the navigation bar for the sprint management, linking all the main pages together.
 - c. No obstacles are facing now.
6. Lucas
 - a. I have completed the burndown chart and added login with google account.

- b. What will be done before the next meeting is making the burnup chart graph work by extracting the sprint ID and using the start time of the sprint and the end time of the task in the “completed” section of the sprint. I will also implement the login session to log out.
- c. The obstacle I’m facing now is the difficulty of learning JavaScript.

Decide Story Point for new sprint backlog in sprint 2

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

Note: User Story 17 to 30 has been documented in the previous meeting: [W Meeting 4 - 16/9/2023](#)

US31: As a project team member or manager, I want to be able to login using my Google account, so that it will be easier for me to login.

Chua - 5, because i think this is quite hard to make it work and this might end up being suspicious of phishing and this will be a big issue.

Diana - 3, because we have already implemented the normal login, so it should be quite simple to implement this additional feature.

Brian - 5, because google apis are widely known but we would still need to figure out how to modify it to be used in our current web application.

Lucas - 2, there is Firebase Auth documentation that teaches how to do this.

Rui en - 3, because we just add a google account login button on the same page.

Ibrahim - 2, because it should be quite straightforward to implement using the Firebase Google plugin as well.

Overall - 3, because it should be quite simple to implement google login, since we are implementing this with firebase google plugin.

US32: I want to use a navigation bar in the app, so that I can use the different functionalities in the software easily.

Chua - 2, because this is already done previously so it should be quite simple to add it to a different page.

Diana - 1, because we have implemented the different buttons already, so it should be quite simple to add a navigation bar with similar functionalities.

Brian - 2, because we would just need to add a navigation bar at the bottom of the page and this would be easily implemented in other pages as we can utilise those in other pages too.

Lucas - 2, because it's just a few lines of code that can be reused on all the pages.

Rui en - 3, because we need to study CSS and figure out how to implement the navigation bar.

Ibrahim - 2, because it would just be adding CSS code to add a navigation bar below every main page with links to their respective pages.

Overall - 2, because it's just a few lines of code that can be reused on all the pages and would just need to add a navigation bar at the bottom of the page.

Discuss and update risk registers for sprint 2

Our team had discussed risks that had occurred during sprint two and then identified new risks. Afterward, Diana will update the risk register documents to include all the mentioned risks in the following link.

[Risk Register Updates - Sprint 2](#)

An example of a risk that had been occurred during sprint two can be found here:

| ID | Occurati on Date | Risk Description | Severity | Details | How the issue was resolved | Future Mitigation |
|----|------------------|----------------------------------|----------|---|---|---|
| 01 | 26/9/2023 | Software bugs in the system risk | High | <ol style="list-style-type: none"> 1. In the standup meeting conducted, we found out that there were many functionalities that had bugs, such as the buttons not linking to the correct page. 2. This would have been a big issue if not fixed. | During the meeting, a tester was assigned to test the software thoroughly. Changes were made to fix the bugs in the software afterwards. Made sure there were no more bugs before submission. | <ol style="list-style-type: none"> 1. Have an assigned tester to do the chosen testing method on the software occasionally. 2. If there is any bug found, let the team know, and fix it immediately. 3. Often check for any bugs in the systems, during and outside of meetings. |

Figure 1: Live and Updated Risk During the Second Sprint

AOB

New Features Implemented

As new features were introduced during sprint two, our team decided to allocate new tasks to team members. The task allocation is as follows:

USR31: As a project team member or manager, I want to be able to login using my Google account, so that it will be easier for me to login.

- UI/UX: Design decisions of the log in page - Diana
- FrontEnd: Add the icon for google login - Lucas
- BackEnd: Set up the database - Lucas

US32: I want to use a navigation bar in the app, so that I can use the different software easily.

- FrontEnd: make navigation bar dynamic - Chua
- FrontEnd: add it to sprint management (list view & card view) - Chua
- FrontEnd: add it to the product backlog (list view & card view) - Chua
- FrontEnd: add it to the sprint management - Rui En
- FrontEnd: make it so that it doesn't block add task button - Chua
- FrontEnd: fix user screen - Chua

Next Meeting

Date: 01/10/2024

Time: 9:00 pm- 10:00pm

Place: Discord call