

Meeting Minutes - 9

Meeting Agenda

Date and Time

Date: 5 October 2023

Time: 12:30pm to 1:40pm

Location

Computer Lab 3

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. Plan Sprint 3 goal
2. Identify improvement areas based on feedback given
3. Decide User Story Points for sprint three
4. Decide on individual task allocation for sprint three

Pre-meeting Preparations

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Agenda Details

Time	Content
30 minutes	Plan Sprint 3 goals and decide areas in the software that require modification according to feedback given during Sprint Two Review.

15 minutes	Identify improvement areas based on feedback given <ul style="list-style-type: none"> - Check sprint retrospective done during sprint 2 - Find improvements
15 minutes	Decide the story point 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.
20 minutes	Decide on individual task allocation for sprint three
Total meeting time: 80 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

Sprint Goal

The “What”

The sprint goal is to implement the admin view dashboard, admin privileges and display the team members' individual and overall contribution.

Task Allocation (The “How”)

Check tasks allocations

Task Allocation

1. **US24: As a project manager, I want to moderate my team as an admin, so that I can evaluate team performance, and enhance project management.**
 - Brian will implement a button to change password in the login page as well as a button to edit in all users' pages.
 - Lucas will change password and edit features.
 - Ibrahim renders the updated users in the task pages.
2. **US25: As a project manager, I want to be able to log in to an admin account, so that I can have necessary privileges to manage the project and team effectively.**
 - Lucas will implement the login in feature and also check if the data is correctly stored in the database.
3. **US27: As a project manager, I want to view individual contributions, so that I can assess and recognize team members' efforts effectively.**
 - Lucas generates a graph and does calculations.
 - Brian formats the graph.
 - Diana will implement the user information feature. She also will implement a button to navigate around the user information and overall contribution.
4. **US28: As a project manager, I want to see the overall contribution in my team, so that I can gain insights into the collective effort and progress, and make informed decisions.**
 - Xian Loong will implement the calendar feature and overall team contribution page.
 - Brian will make the base code.
 - Ibrahim will save the start and end date to check for each member's contribution.
5. **US33: As a project manager, I want to ensure only one sprint is in progress so that my team can focus on a single sprint.**
 - Ibrahim will implement the error checking feature to ensure only one sprint is in progress.
6. **US34: As a client, I want to view the documentation so that it is easier to track the team's progress.**
 - Brian will complete overall sprint documentation, guide to website documentation and task allocations documentation.

- Diana will complete the risk register report , guide to website documentation and user stories documentation.
- Rui En will complete the testing report, and guide to website documentation.
- Xian Loong will complete a guide to website documentation.
- Lucas will also complete a guide to website documentation.
- Ibrahim will complete a guide to website documentation

Story Point Allocation

US24

As a project manager, I want to moderate my team as an admin, so that I can evaluate team performance, and enhance project management.

Discussion:

Chua - 8, because it is quite difficult to make the admin be able to make the accounts for team members as this is quite complicated.

Diana - 8, because it may be quite difficult to implement making accounts for users as an admin itself, since this involves a lot of information such as username, email, and password, these may be different to what we have been doing.

Brian - 8, because this involves changing the password for users, involves adding admin leverage and adding the option to view team members' contributions which would be additional features to implement. These features would be relatively new to the current system.

Lucas - 8, because we might need to figure out how to implement a safe and secure way of creating users. Admin should not be able to change the user password if so then the admin will be able to access every single user in the system.

Rui en - 5, because we need to find a way to implement an admin feature to create accounts for other members and this may involve high skill for back-end developers.

Ibrahim - 5, because we would need to implement an admin account that can add other team members using only emails

Overall - 8, because this would be difficult to implement as admin would be making accounts for users. We would also need to add new features such as viewing team members' contributions which would be difficult given that it has not been done in sprint one.

US25

As a project manager, I want to be able to log in to an admin account, so that I can have necessary privileges to manage the project and team effectively.

Discussion:

Chua - 8, because this requires to save the information and have access to other people's information and this is quite complicated as this might lead to potential breaches in the future.

Diana - 5, because this requires a lot of backend work that involves checking the user input for correct credentials input, then only allow them to login, then we have to align the information that the admin can see based on their account too.

Brian - 3, because this has been partially implemented in sprint one where users are able to log into the system. We would just need to modify it to allow admin to log in instead.

Lucas - 8, need to figure out how to create an admin account that has a lot of features.

Rui en - 8, because we need to retrieve data from the database to validate the admin account so the admin can login into the admin page.

Ibrahim - 5, because we would need to implement admin privileges and set it to an admin account, which will redirect to the admin dashboard

Overall - 5, because we need to retrieve data from the database to validate the admin account while implementing admin privileges and setting it to admin account.

US27

As a project manager, I want to view individual contributions, so that I can assess and recognize team members' efforts effectively.

Discussion:

Chua - 3, because this only includes extracting the individual contributions from the data to display it to the user.

Diana - 5, because this includes the individual contribution graph, which may be quite difficult to implement as we have to get all the necessary information from the database, and we have to generate a graph that we have never done before.

Brian - 3, because we would just need to extract the data that was stored in the sprint and display it out while calculating the total.

Lucas - 5, probably can just filter the tasks by user.

Rui en -8, because we need to retrieve information and real time integrate with charts to view each member's contribution.

Ibrahim - 3, because we would just need to get the contribution information from the database and generate the individual graphs.

Overall - 5, because we would just need to extract the data that was stored in the sprint, but it may be difficult to generate a graph out of it.

US28

As a project manager, I want to see the overall contribution in my team, so that I can gain insights into the collective effort and progress, and make informed decisions.

Discussion:

Chua - 2, because this is just extracting all the information and calculating the overall contribution and displaying it to the user.

Diana - 2, because this only requires us to display a list of all the contributions per user, and there are no graphs needed to be generated.

Brian - 3, because this would be very similar to US27 but we would just need to calculate the total time for all users in the system.

Lucas - 3, just need to know how to get the information of who did the task.

Rui en - 2, because this feature is similar to previous user stories as it just displays the overall contribution of the team.

Ibrahim - 3, because we would need to retrieve the contribution information for each user and combine it into a graph

Overall - 2, because we would just need to display a list of all the contributions per user which would be the total time for all users in the system.

US33: As a project manager, I want to ensure only one sprint is in progress so that my team can focus on a single sprint.

Discussion:

Chua - 3, Because it sounds a bit simple but I feel like it is a bit annoying to deal with.

Diana - 2, because it should be simple to set a restriction to restrict the amount of sprints that can be in the status in progress, it just requires minor changes in the backend.

Brian - 3, because it can be checked with simple javascript to ensure that there is only one sprint in progress by checking through the database.

Lucas - 3, because we just have to check the state of other sprints so that there can only be one sprint in progress

Rui en - 3, because it is just to check one sprint in progress state in Javascript.

Ibrahim - 1, because it is quite straightforward to error check for only one sprint in progress

Overall - 3, because it should be quite straightforward through simple changes in the javascript, to ensure that there is only one sprint in progress at a time.

US34: As a client, I want to view the documentation so that it is easier to track the team's progress.

Discussion:

Chua - 2, Because I think to view the team's progress is relatively simple as you just need to grab all the data from the database and render it to the page.

Diana - 1, because it should be quite simple to do the documentation as long as the process of the sprint is detailed enough.

Brian - 5, because there are a lot of documents to submit for submission and would be very time consuming to write the documentation (meeting minutes, sprint document, testing document, tasks allocation document) needed for submission.

Lucas - 2, because most of the documentation is already written and we can just upload it into google drive for the client to see.

Rui en - 2, because documentation is relatively easy to do as it needs to be specific.

Ibrahim - 3, because the documentation needs to be in a concise manner.

Overall - 2, because it shouldn't be that difficult to write the documents in a clear and formatted manner.

Next Meeting

Date: 8/10/2024

Time: 9:00 pm to 9:10 pm

Place: Discord call