Meeting Minutes - 7

Meeting Agenda

Date and Time

Date: 30 September 2023

Time: 10:00 PM - 10:20 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
20 minutes	Updates on individuals' progress (Standup Meeting)
Total meeting time: 20 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 Tuesday. 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. Then, we also decided story points for new sprint backlog items using a planning poker website. Before ending our meeting, we discussed and updated new risk registers discovered during sprint two.

Agenda

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 burnup chart to work based on 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 to draw the line graph. I have also added the dropdown arrow in the sprint management to allow users to choose which sprints to modify in the sprint management.
   c. No obstacles were in the way.
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.
   c. No obstacles were in the way.
3. Ibrahim
   a. I have completed adding the status of the sprint to be shown on the sprint and adding a complete button to the sprints that are in progress on the sprint view. I have also ensured that the sprint and product backlog view provide enough margins to make up for the navigation bar.

   c. No obstacles are in the way.

4. Chua
   a. I have completed fixing the navigation bar and making it dynamic, and I have changed it to only have the specific buttons and added it to both the card and list view of the product backlog and both list and card view for the sprint view.
   c. No obstacles were in the way.
5. Rui en
   a. I have completed implementing the navigation bar in the sprint management page.
   c. No obstacles were in the way.
6. Lucas
   a. I have completed the login with Google and the viewing of burndown chart based on the sprint.
   c. No obstacles were in the way.

Next Meeting

Date: 30/9/2023

Time: 10:30 pm- 12: 00 pm

Place: Discord call