Meeting Minutes - 8

Meeting Agenda

Date and Time

Date: 30 September 2023

Time: 10:30 PM - 12:10 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. Conducting Sprint Review planning
2. Film Project Demonstration
3. Conducting Sprint Retrospective

Pre-meeting Preparations

-

Agenda Details

Time	Content
20 minutes	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

50 minutes	Recording for the demo video - Record demonstration of the final product from the first sprint via Zoom
30 minutes	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: 100 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

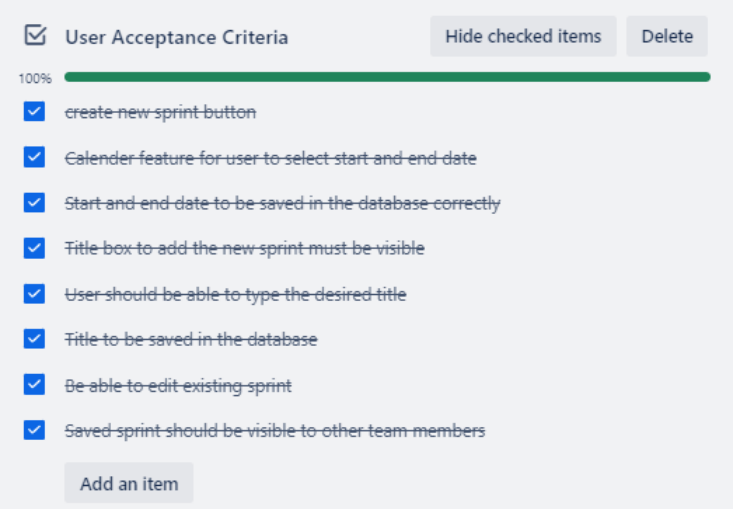
Our team organised a stand-up meeting on Saturday. During the meeting, we provided updates on each team member's work progress.

Agenda

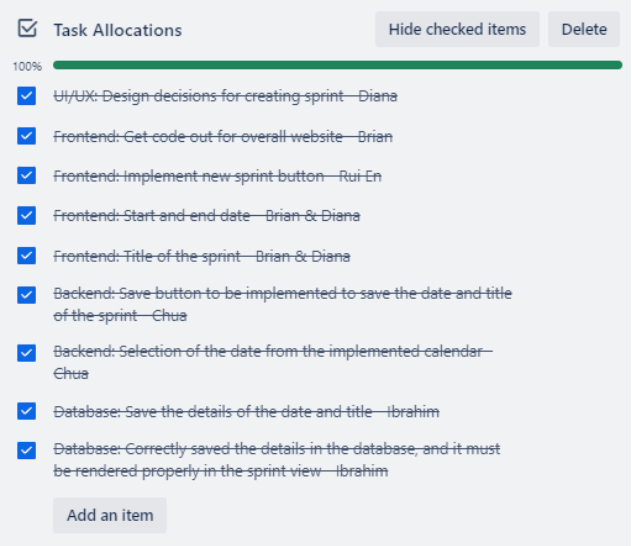
Conducting Sprint Review planning

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.

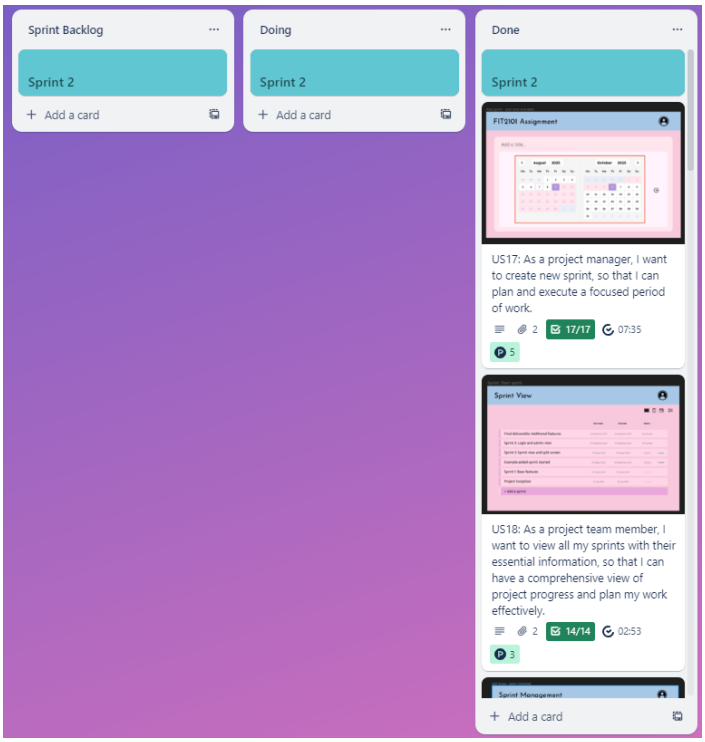


All the tasks allocated in each user story are done on time by all team members as shown below.



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 2. During the discussion, our team decided on their roles for the video:

- Brian introduced the team, sprint goal and project information. He will also demonstrate the login page and the background of the software.
- Ibrahim briefly showed the sprint backlog and user stories. He will also demonstrate how to add a sprint and how the sprint management page looks as well as wrapping up the demonstration.
- Lucas presented the sprint board and how to pull tasks within the sprint board. He will also demonstrate the burnup and burndown charts.
- Diana introduced sprint views and how to switch between sprint views.
- Xian Loong demonstrated on how to pull the tasks from the product backlog to the sprint and how to start the sprint
- Rui En introduced the end sprint functionality and the navigation bar.

Film Project Demonstration

Our team decided on the platform to record our demonstration. 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?

Improve task allocation

- Increased the frequency of standup meetings during the sprint for detailed task allocation and improved task awareness among team members.
- Ensured equitable task distribution, promoting cohesive team progress.

Enhanced Collaboration and Efficiency through Pair Programming:

- Implemented pair programming to enhance communication, knowledge sharing, and problem-solving, resulting in more efficient solutions.
- Achieved a more even task allocation, fostering fair contributions from all team members and expediting the project.

Efficient and Goal-Oriented Meetings:

- Meetings are conducted more streamlined and goal-oriented.
- More efficient discussions are conducted during the meetings.

Quick and On-Time Task Completion:

- Tasks were assigned evenly to team members with the necessary expertise, leading to swift and punctual task completion.

What were the problems encountered?

Miscommunication Challenges:

- Miscommunication led to instances where two team members performed similar tasks on a feature.

Scope Expansion and Workload Increase:

- Addition of several user stories in the middle of the sprint, as requested by stakeholders.
- Extended the scope of the sprint.
- Increased the team's workload.

Bugs and Project Impact:

- The presence of numerous undetected bugs in the system
- Affected project progress and delays the progress of the project.

Bug Fixing Challenges:

- Required thorough code analysis and investigation.

Knowledge Gap in Sprint Graph Implementation:

- Lack of knowledge of languages when implementing the sprint graph.
- Cause errors during implementation of the graph.

Lack of Code Documentation Challenges:

- Team members have difficulty to understand code written by other team members.

What will we try next?

Learning and Skill Development:

- Allocate more time for tutorials and in-depth learning of specific coding languages
    - enhance understanding
    - reduce time spent searching for solutions or debugging during problem-solving.

Code Quality and Technical Debt:

- Improve code quality by addressing refactoring needs and known issues promptly
    - avoid the accumulation of technical debt.

Testing Implementation:

- Initiate the implementation of tests earlier in the sprint to
    - prevent errors and bugs that could potentially disrupt the project's progress.

Documentation Enhancement:

- Enhance code documentation practices to ensure better clarity and understanding of the codebase.

Peer Feedback and Code Guidelines:

- Encourage providing constructive feedback on peers' work to enhance work quality.
- Establish coding guidelines and standards to facilitate code readability and comprehension for future reference.

What questions do we have?

1. How can we make sure that team members are being productive and held accountable on a daily basis to ensure progress?
2. Were the sprint’s goal and deliverables aligned with the client's expectations?
3. How to test the overall software more efficiently?
4. How do we make sure the software is scalable?
5. How can we improve our code quality to produce a high quality product?
6. Should we document our code better?