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# Meeting One

Date: May 28, 2020  
Time: 10:00AM

Agenda Items

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| **N** | Time | **Topic** | **Main speaker** |
| 1 | 10:00AM – 10:10AM | Who is the scrum master? | All members. |
| 2 | 10:10AM – 10:45AM | Which prototype to use? | All members. |
| 3 | 10:45AM – 11:30AM | Allocate Tasks. | Scrum Master. |

## Additional information

**ScrumMaster must appoint the following tasks to team members:**

* Decide and implement source control.
* Project Management
* Create Testing Plan.
* Analysis Report
* Multiplatform Report.

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Meeting Minutes

Start: meeting started by scrum master at 10:00AM

Attendance: All members were present.

First meeting taken place, this meeting involved selecting our sprint one scrum master and sharing our prototypes to conclude which will be the best to suit the trend of client requirements.

Team Member Cheng Liang’s prototype “MovieTheater” was selected based on its superior readability, as such he will be leading the first sprint as appointed Scrum Master.

The following table displays what tasks are assigned to team members for the first sprint.

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Cheng (scrum master) | John | Mario |
| Task | * Test Plan | * Source Control * Project Management * Analysis Report | * Meetings Minute Taker * Multi-Platform Report |

**Summary:**  
The agenda for the second meeting has been prepared, the purpose of next meeting will be to collate and review the tasks accomplished and prepare for presentation.

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# Meeting Two

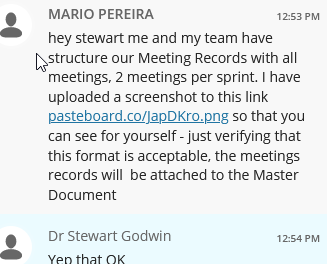
Date: June 02 2020  
Time: 2:00PM

Agenda Items

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| **N** | Time | **Topic** | **Main speaker** |
| 1 | 2pm – 2:15pm | Check everything is complete. | All members. |
| 2 | 2:15pm – 3pm | Review each task. | All members, one by one. |
| 3 | 3pm – 4pm | Prepare presentation. | Scrum Master. |

## Additional information

After Last meeting client was engaged regarding sprint one requirements and the tasks assigned as illustrated by our first meeting’s notes.



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Meeting Minutes

Start: meeting started by scrum master at time

All members present.

Cheng presented Testing Plan, John presented Analysis Report, Mario presented Multi-Platform Report.

Team has reviewed each other’s documents; minor modifications have been implemented for uniformizing into the Master Document.  
  
Source Snapshot Taken and included in Master Document.  
  
Master Document has been updated by John including all relevant elements of Sprint One.

Presentation prepared by Cheng for June 04, Thursday.

Next meeting Agenda initiated.

**Summary:**  
The agenda for the third meeting has been initiated, the purpose of next meeting will be to retrieve and clarify with client and team the requirements for Sprint Two and redefine the that agenda as the meeting progresses.

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# Meeting Three

Date: June 04 2020  
Time: 9:00AM

Agenda Items

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| --- | --- | --- | --- |
| **N** | Time | **Topic** | **Main speaker** |
| 1 | 9:00AM | Meeting with client, sprint one presentation. | Scrum Master (CHEN) |
| 2 | 9:30AM | Clarify Sprint two Requirements | All members + Client. |
| 3 | 9:45AM | Appoint the next Scrum Master | All members. |
| 4 | 10:00AM | Scrum master allocates tasks | Scrum Master. (MARIO) |

## Additional information

Agenda has been revised during the meeting.

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Meeting Minutes

Start: All members present meeting started.

Sprint Two requirements have been provided by the client, our team has had time to read, understand and communicate the functionality and design for implementing a two-option newsletter with an admin approved removal method.  
  
Mario has been appointed Scrum Master for this Sprint.  
  
This week’s task Allocation:

* Chen will be implementing the membership page with newsletter functionality; he will also be updating the software testing plan to cover this.
* John will be composing the Software Review Plan as well as updating our project management as it progresses.
* Mario will be responsible for creating a performance report, updating source control and presenting Sprint two to the client.

**Summary:** Sprint Two will cover the implementation of a membership page which allows the client to pass newsletters to their visitors, all members have been appointed roles and are happy to proceed. Next meeting adjourned continuously throughout the week on Team Discord chat, where all elements are reviewed and modified as appropriate for presentation with client.

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# Meeting Four

Date: June 11 2020  
Time: 9:00AM

Agenda Items

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| **N** | Time | **Topic** | **Main speaker** |
| 1 | 9:00AM | Meeting with client, sprint two presentation. | Scrum Master (MARIO) |
| 2 | 9:30AM | Clarify Sprint three Requirements | All members + Client. |
| 3 | 9:45AM | Appoint the next Scrum Master | All members. |
| 4 | 10:00AM | Scrum master allocates tasks | Scrum Master. (John) |

## Additional information

Client satisfied with Sprint two, noting that lack of admin functionality needs to be addressed, Sprint Three started – requirements extrapolated during the meeting.

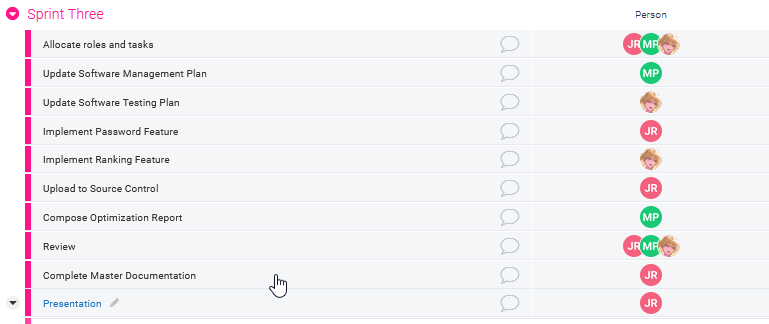
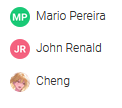
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Meeting Minutes

Start: All members present meeting started; Mario presented to client, client seems satisfied but notes that we require admin page, this is to be implemented by the end of sprint three.

Sprint Three requirements have been provided by the client, our team has asked questions during the second Sprint presentation regarding the Third Sprint, these questions included:

* Admin only login portal / backend necessary? – yes.
* User sign up require encryption methods? – no.
* User unsubscribe functionality automated or still admin? – admin
* The rating requirement for the streamed table, how should we rate movies? – options clarified, including numeric incrementor (like).

John has been appointed Scrum Master for this Sprint.  
This week’s task Allocation:   


**Summary:** Sprint Three has begun meeting is adjourned, all members are aware of allocated roles, next meeting will be Tuesday 16th of June that meeting is for reviewing all tasks and modifying anything necessary before presentation to the client.

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# Meeting Five

Date: June 17 2020  
Time: 10:00AM

Agenda Items

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| **N** | Time | **Topic** | **Main speaker** |
| 1 | 10:00AM | Review all tasks | Everyone |
| 2 | 11:00AM | Modifications | Everyone |
| 3 | End of meeting | Prepare for presentation - clarify any question and presentation contingencies with team members | Scrum Master. (John) |

## Additional information

Meeting was pushed forward from the 16th to the 17th as Mario who was responsible for the optimization report could not attend due to unforeseen changes in his circumstances. Meeting still fulfilled with all requirements ready for the review before presentation.

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Meeting Minutes

Start: John and Mario present, Chen has provided all resources but is unable to attend the meeting, meeting started.

Chen and John presented their tasks finished before the meeting via Discord messages and via Github, Mario took that information and optimized it and provided a report which is to be reviewed, implemented and understood by John. The project management plan has also been updated to final form and provided to John.

John likes and understands the optimizations made and is preparing the Master Document and the presentation for tomorrow, as well as uploading all of sprint 3 code and documentation to Source Control (Github).  
  
Presentation prepared by John for June 18, Thursday.

Next meeting Agenda initiated.

**Summary:** All tasks reviewed, and optimizations implemented, presentation should go well.

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# Meeting Six

Date: June 18th 2020  
Time: 10:00AM

Agenda Items

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| --- | --- | --- | --- |
| **N** | Time | **Topic** | **Main speaker** |
| 1 | 10:00AM | Meeting with client, sprint three presentation. | Scrum Master (JOHN) |
| 2 | 11:00AM | Clarify project handover requirements | All members + Client. |
| 3 | End of meeting | Discuss as a team and plan for the Project handover. | All members. |

## Additional information

Agenda revised during the meeting, this meeting’s purpose was to present sprint three and then clarify with client the next steps involved in finalizing the project with a software review before demonstration and handover.

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Meeting Minutes

Start: All attendees present, presentation of sprint three to client is the first item.

The client seems satisfied with Sprint Three implementations, they have provided the requirements for the project handover and expressed priority in ensuring conformance to Web Content Accessibility Guidelines.  
  
Team F has procured and researched the WCAG and is resolving it’s application to the prototype. It is likely that the prototype already conforms to Level A WCAG as there is no video, sound or non-text content and the UX is very simple and easy to use, the team will attempt to expand on accessibility for the colour-blind and on anything else which may occur to them from this point forth.  
  
The Team has agreed to split the tasks again and come together next Tuesday for reviewing each part which will compose the Software Review Report.

Next meeting Agenda initiated.

**Summary:** Presentation went very well, client is pleased and provided their requirements for Project Handover.

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# Meeting Seven

Date: June 23rd 2020  
Time: 1:00PM

Agenda Items

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| **N** | Time | **Topic** | **Main speaker** |
| 1 | 1:00PM | Review and interpolate tasks for Software Review Report | All team members. |
| 2 | 2:00PM | Open dialog about all parts of project, ensure all members are omniscient of the project’s functionality and development. | All members. |
| 3 | End of meeting | Need another meeting? Anything left to do? Revise. | All members. |

## Additional information

Meeting was held and extended via discord throughout a few days after.

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Meeting Minutes

Start: All members present/active during this period.

For handover team agrees to follow same managed development approach we have been executing since the beginning of the project with similar meeting dates.

John was given the tasks of updating the project management plan, formatting and completing our master documentation and reviewing our amendments regarding quality control and assurance as well as WCAG(accessibility).  
  
Mario was given the tasks of completing meeting records, providing requirements mapping, recommendations and also reviewing WCAG.  
  
Chen was given the tasks of updating the testing to implement all agreed upon aspects of WCAG. Using screen reader to test the sites viability for a blind person and recording the testing results.

**Summary:** Meeting concluded all members will engage in these tasks and revisit each other’s completed work whilst keeping the discussion open via Discord in order to have knowledge of the whole project.