Meeting 1 Minutes

Regular weekly Sprint meeting

Date: January 28th, 2025
Time: 2:00 PM – 3:05 PM
Location: Virtual

Attendees

- Steven - Secretary
- Jovan - Dev
- Michael - Dev
- Andrei - Secretary

Absences

- Laith: had to attend a lab.
- Achal: had to TA a class.

Prerequisite reading/task for meeting

- SOEN 341 Project Description and Sprint 1 F25 document

Call to order

- Call to order at 2:05 pm by Steven. Screen shared by Steven during the entire meeting.

Agenda items

Sprint time ranges

- Went through the sprint deadlines to take note of how long each sprint is. Available on Moodle "Sprints Instructions"

First sprint instruction announcement

- Did a line-by-line reading of the announcement post made on January 27th by our lab TA
- Quickly opened Appendix A and the associated spreadsheet to see the sprint planning example
- Side-tangent discussion on minutes keeping + GitHub wikis (re-discussed later)

Discussion of the tech stack

- We need to figure out what tech stack and coding languages to use.
- All 4 members in attendance mentioned what languages they have used.
  - Andrei: JavaScript/TypeScript, React, Spring Boot, C#, PostgreSQL, Java
  - Michael: SQL Server, JavaScript with Vue.js, C# with .NET Core, Java
  - Jovan: JavaScript, a bit of React, Java, non-relational databases
  - Steven: JavaScript/Typescript, React, a bit of C#, Java

Decision

- will need more research, however tentatively:
- Frontend: TypeScript with React.js
- Backend: C# with ASP.Net Core MVC (API for integration with frontend)
- Database: PostgreSQL + Supabase (relational)

First features: Login and Admin feature for creating and assigning teams/channels

- We clarified the first features we need to implement.
- Discussed first prototype: think Discord, but just a login page and a page with channels.
- Admin does not necessarily need an entire dashboard, could just be extra controls on the same view as a normal user.

Initial planning spreadsheet setup

- Created a spreadsheet to plan the sprints (mainly the first sprint)
- Slowly added tasks in an unordered fashion; the spreadsheet needs to be expanded on and cleaned up.
- Realized that sprint 1 will take a lot of setup and boilerplate: assigned 3 main tasks to be done ideally by Friday the 31st before lab:
  - Setup frontend boilerplate: Steven
  - Setup backend boilerplate: Michael
  - Setup database boilerplate: Andrei
- Other tasks that are needed:
  - README.md and Github Repo organization: Achal/Laith
  - Writing more user stories/tasks and entering them into GitHub issues: Jovan (anyone can contribute)
  - Prototype designing (Figma/Drawing) of the application's look. For now, just the login page and the view with the channel lists (and possibly a modal for admins to create channels)

GitHub checkup

- All members are invited to the repo
- Members may or may not (?) be correctly added to the organization

- The repo does not have wikis enabled due to it being locked behind 1 of two conditions:
    1. repo can have wikis while private if the organization is upgraded (costly membership)
    2. repo needs to be public (should check with TA/prof to see if this is okay to do)
- We tried setting up branch protection, but couldn't for the same reason as the wikis.
    - All new changes should be done in separate branches and then merged through pull requests (ideally).

Future meetings

- Discussed how often to have meetings, and when/where.
- All 4 members in attendance agreed on having a weekly meeting on Mondays after 5 pm. Meetings should take at most 1 hour, and are done on the Discord server.
- A message has been addressed and sent to the two other members to see if this aligns with them.

Votes

All decisions were made by discussion rather than a formal vote.

Reports

No reports were presented during this meeting.

Open Forum or General Discussion:

GitHub Wiki and Repository Settings:

- The team discussed the limitations of GitHub's wiki feature, which requires either a public repository or an upgraded organization plan. Since upgrading the organization is costly, the team considered checking with the TA or professor about making the repository public.
- Branch protection was also discussed, but it was not possible due to similar restrictions on the free-tier organization settings. The team decided that all changes should be done in separate branches and merged via pull requests.

Minutes Keeping and Documentation:

- There was a brief discussion about the importance of keeping detailed meeting minutes and maintaining proper documentation.
- The team considered using GitHub wikis or a shared Google Drive to store meeting minutes and sprint documentation.

Prototype Design Approach:

- The team briefly discussed the approach for designing the first prototype.
- Figma or a simple hand-drawn wireframe could be used to visualize the login page and channel list. The decision on which tool to use is left open, but a rough design should be prepared soon.

Clarification on Admin Features:

- The team deliberated on how much functionality the admin panel should have in Sprint 1.
- It was concluded that an admin dashboard might not be necessary at this stage. Instead, admin-specific controls could be integrated within the existing user interface.

Action items (by Friday January 31st)

- Laith/Achal: Update the repo's folder organization (sprint folders) + README.md with:
  1. Description of the Project
  2. Team Members and Roles
- Achal: ensure all members are correctly invited to the organization
- Steven: Setup the boilerplate for a frontend project (Typescript + React)
- Michael: Setup the boilerplate for a backend project (C# with ASP.Net Core MVC)
- Andrei: Look into/set up a database (Postgres/supabase/?)
- Jovan: Turn tasks into GitHub issues with correct tags
- All members: create more tasks/user stories for sprint 1, and write them (with priority/risk/subtasks preferably) on the spreadsheet.

Next Meeting

Our next virtual meeting will be on Monday, February 3rd, 2025, at 8:50 PM, virtually.

Adjournment

- The meeting was adjourned at 3:05 pm (all members had nothing else to mention).

Signatures

Andrei Jianu, Secretary, 2025-02-06

Duc Vinh Lam, Scrum Master, 2025-02-06

Additional Resources

📗 Team Zero Planning Sheet