Meeting Minutes Sprint 1

Project: Peer Assessment Web Application, Implementing Agile Scrum Methodology

1 - Type of Meeting: Sprint Planning

Date: 19th September 2024

Time: 18:30 - 20:10

Location: Hall Building 813

Facilitator: Everyone

Type of Activity: Lab Meeting ▾

Attendees:

Aditi	☑
Jonathan	☑
Joyal	☑
Kevin	☑
Oussama	☑
Owen	☑

Agenda
1. Discuss the dimensions of the project
2. Decide on what the tech stack should be to create the web application
3. Discuss Roles for team members
4. Create a github repository for version control, project setup, and code sharing

1. Discuss the Dimensions of the Project
- **All Members**: Discussed the project, its parameters, what technologies need to be studied, and some tasks were assigned to members.

2. Decide on what the tech stack should be to create the web application
- **All members**: Decided on frameworks to be used in the project + project scope as a team

3. **Discuss Roles for team members**
   - Not defined for everyone yet. This task was assigned to the next Daily Standup (Daily Scrum) meeting.
   - **Aditi**: Scrum Master + Backend Developer Role, Oversee the meetings and project deadlines to reach. Work on the server side, implement RESTful API.

4. **Create a github repository for version control, project setup, and code sharing**
   - **Joyal**, **Aditi**: Organized the github repository
   - **Joyal, Kevin**: Added team-members and project description to the readme.md file.
   - **Jonathan, Owen**: Added some github issues to start organizing our project.

Upcoming Sprint Planning (Daily Startup - Daily Scrum)
   - **Goal**: Discussing project deadlines, assigning roles to members, delegating tasks to accomplish for the 1st Sprint.

Conclusion

The meeting concluded with a rough understanding of how the project will be completed. The next meeting will require a more in depth explanation of the project and how to proceed with the first set of functionalities.

2 - Type of Meeting: Sprint Planning

Date: 22nd September 2024
Time: 18:00 - 19:00
Location: Online
Facilitator: Aditi (Scrum Master)
Type of Activity: Online Meeting ▾

Attendees:

Aditi	☑
Jonathan	☑
Joyal	☑
Kevin	☑
Oussama	☑
Owen	☑

Agenda
1. Scrum master explains project/software design
2. Scrum master creates tasks for team members to choose from
3. Scrum master explains how git version control for the project is done
4. Questions and Answers session

1. **Scrum master explains project/software design**
   Aditi (Scrum master): Presented the initial software structure for the project
   Aditi: Completed and explained user story 1- Login and registration for the web application to team members.
   The web application will encrypt the passwords entered by users using bcrypt, before they are stored in the project's database table called 'users'. This should provide an extra layer of security.

Aditi: Explained how the frameworks she chose for this software, in the design phase, will work together when the application is running. The frameworks used are - JavaScript, Node.js, Express.js, EJS (the templating engine), Axios, and PostgreSQL.

Jonathan: Brought up the discussion for the overlapping user stories. This will be resolved in the next Scrum Meeting.

2. **Aditi (Scrum master) creates and explains how the roadmap for Sprint 1 will be used on GitHub**

   Aditi: Explained how the roadmap for sprint 1 will function and show which team members are working on which task along with deadlines for those tasks.

   Aditi: Mentioned that she will provide details on how to create the PostgreSQL database and use a query on pg Admin to create a database table.

3. **Aditi (Scrum master) creates tasks for team members to choose from**

   Aditi: Created and discussed the GitHub Project: Sprint 1 : Project Board. Asked the team to pick the tasks they are comfortable working with.

   <insert team member names that selected tasks>: Selected tasks from user stories 2 and 3

4. **Aditi (Scrum master) explains how git version control for the project is going to be done**

   Aditi: Explains how branches will be made. Explains the ruleset she created for the main branch. The main idea is that the main branch cannot merge with another branch unless all 6 members approve of the pull request. Each branch will be designated for only one team member to work on. The branch naming format is :
   feature/NameOfMemberWorkingOnBranch-objective-of-branch

   Aditi: For tasks that a member is unable to complete, the bug they cannot fix should be described in the code fix needed field on GitHub Project: Sprint 1 : Project Board. Another team member will then create a branch for fixing that bug:
   bug-fix/NameOfMemberWorkingOnBranch-what-is-the-fix

5. **Questions and Answers session**

   Team members discussed the project and how it will be created.

6. **More feature that can be added to the web application in the future**

   Owen: Discusses enhancements (other features) that can be made to the web application.

Owen: Specifies two features that could be added - ChatGPT for paraphrasing messages (enhance anonymity), and A page where people detail their qualifications anonymously and can be chosen by people who are forming teams.

Next Meeting: Sprint Planning on September 23, 2024, at 9:00pm, online on Discord

Conclusion: The meeting concluded with everyone having a clear understanding of what the project structure created by Aditi is and how to use github for version control for this project.

Date: 23rd September 2024

Time: 21:00 - 22:10

Location: Online, on Discord

Facilitator: Aditi (Scrum Master)

Type of Activity: `Online Meeting ▾`

Attendees:

Team member	GitHub Username	Role	Attendance
Aditi	aditiingle	**Scrum Master**, Backend Developer, Frontend Developer, UX Designer, Test Engineer	☑
Jonathan	JonaBaron	Backend Developer, Frontend Developer	☑
Joyal	joyal99	Frontend Developer, UX Designer	☑
Kevin	KevinMandiouba	Frontend Developer, UX Designer	☑
Oussama	ouss2231	Backend Developer, UX Designer	☑
Owen	owjorgen	Backend Developer, UX Designer, Test Engineer	☑

Agenda
1. Discuss team members progress
2. Discuss Roles in the group
3. Decide the UI for the web application
4. Fix user story overlaps - Jonathan and Aditi

1. **Discussing team progress**
    Aditi: Asked team members to share their progress.

Aditi: Asked team members to select roles for the project
- ● Aditi - Scrum Master, Backend Developer, Frontend Developer, UX Designer
- ● Owen - Backend Developer, UX Designer
- ● Oussama - Backend Developer, UX Designer
- Jonathan - Backend Developer, Frontend Developer
- Joyal - Frontend Developer, UX Designer
- Kevin - Frontend Developer, UX Designer

2. **Fix user story overlaps - Jonathan and Aditi**
   Jonathan: Brought up the topic of overlapping user stories.
   Aditi: Suggested keeping the user stories for the next sprints and giving them another label
   Jonathan: Decided to remove or change the overlapping user stories

3. **Decide UI for the web Application**
   Aditi: Reiterated that the main.css file should be left unchanged and only used for large changes like margins for the body.
   Aditi: Highlighted that it would be best to use Bootstrap for any styling of elements. This would require spending less time on frontend development and UX Design, and would allow for more time to work on Backend development and more features.
   Aditi: Informed members on how to use Bootstrap on the web age they are creating. Explained that the cdn link is placed in the header (which is in the header.ejs in partials). The script for Bootstrap will go in the footer.ejs right above the ending body tag.
   This concluded the agenda for the meet.

4. **Aditi (Scrum Master) discusses the new ruleset she created for the main branch**
   Aditi: Discussed the new ruleset for the main branch that will involve requiring reviews and approval from team members for branch merging by the member who made the PR.

5. **New Discussions brought up aside from the agenda**
   Team members had conflicting tasks which they resolved.
   Owen: Asked what a database schema was.
   Aditi: Answered that it was a broad term that included different types of tables to store data.
   Aditi: Suggested that she will work on handling requests to access the web pages the team members are currently working on, i.e. handle any get/post/put/delete requests that their web pages contain, by adding the functionality for it in app.js.

Aditi: Provided details to members on how to clone the git repository and run the web application - make use of commands like npm init -y to get the node modules and npm install to install the dependencies she specified in the package.json file.

Aditi: Informed that to run the server it would be more efficient to use nodemon instead of node, as it automatically restarts the server after it has been changed.

Oussama: Informed the team that the excel table will be called the task breakdown.

Next Meeting: Sprint Planning on September 24, 2024, at 9:00pm, online on Discord

Conclusion: The meeting concluded with everyone having a clear understanding of what their roles are in this project, what the UX design will involve, and how they can start working on other functionalities for the web application by running the server with nodemon. Some team members tried this out after the meet and although there was some difficulty with using the database management system (PostgreSQL) that was selected for this project, and connecting the database to the server on their system, Aditi helped with resolving these issues and the members were able to successfully run the application and use it on their browser.

4 - Type of Meeting: Sprint Planning

Date: 24th September 2024

Time: 21:00 - 22:40

Location: Online, on Discord

Facilitator: Aditi (Scrum Master)

Type of Activity: **Online Meeting** ▾

Attendees:

Team member	GitHub Username	Role	Attendance
Aditi	aditiingle	**Scrum Master**, Backend Developer, Frontend Developer, UX Designer, Test Engineer	☑
Jonathan	JonaBaron	Backend Developer, Frontend Developer	☑
Joyal	joyal99	Frontend Developer, UX Designer	☑
Kevin	KevinMandiouba	Frontend Developer, UX Designer	☑
Oussama	ouss2231	Backend Developer, UX Designer	☑
Owen	owjorgen	Backend Developer, UX Designer, Test Engineer	☑

Agenda

1. Scrum Master discusses team member progress
2. Scrum Master highlights how sprint planning meetings can be made more efficient, and how to know the next meeting's agenda
3. Discuss Roles in the group - for those who have yet to select them
4. Discuss improved ruleset for the main branch
5. Assign second main branch PR tester and approver
6. Scrum Master explains the importance of environment variables, untracking certain files and secrets.

7. Moving on to new features

1. **Aditi (Scrum Master) discusses team member progress**
   Aditi: Askes team members to share their progress
   Jonathan: Working on the database for the team management table

2. **Aditi (Scrum Master) highlights how sprint planning meetings can be made more efficient, and how to know the next meeting's agenda**
   Aditi: Highlights the importance of making sprint meetings more efficient and productive.
   Aditi: Explains that she will put up the Agenda for that day's meeting in the morning for everyone to review and make a checklist of questions or discussions they would like to bring up in the meeting.

3. **Discuss Roles in the group - for those who have yet to select them**
   Aditi: Asks members, who have not yet done so, to specify what role they pick for the project. She asks them to write down those roles and their GitHub username in the Attendees table above.

4. **Discuss improved ruleset for the main branch**
   Aditi: Discusses an improvised ruleset for the main branch. This involves assigning the role of Test Engineer to 2 team members and they will have the job of reviewing any PRs by team members and then approving those PRs if they are working correctly.

5. **Assign second main branch PR tester and approver**
   Aditi: Assigns herself as one of the Test Engineers and asks team members to think about who feels they can understand the code well enough to review aswell.
   Owen: Volunteers to be the second Test Engineer.

6. **Scrum Master explains the importance of environment variables, untracking certain files and secrets.**
   Aditi: Explains how secrets they use in the app.js need to be kept in hidden files that are not tracked by GitHub. She explains how these secrets can be stored in a .env file that is later untracked by being kept in the .gitignore file. She later provides the specifics of how to achieve this in the Discord channel.

Aditi: Explains that some folders like node_modules need to be untracked aswell. She explains how .gitignore can be used to untrack folders like node_modules and .env files.

7. **Moving on to new features**
   Aditi: Talks about new features and that she will be starting with the peer assessment page as she is done with her assigned tasks for this sprint.

8. **Other discussions**
   Oussama: Asks to make changes to the user story tasks that he and other members are currently working on to make the flow of activities smoother.

Next Meeting: Sprint Planning on September 25, 2024, at 9:00pm, online on Discord

Conclusion: The meeting concluded with everyone having a clear understanding of how the group will be functioning from now on, and how they can keep their secrets (like db passwords) safe.

5 - Type of Meeting: Sprint Planning

Date: 25th September 2024

Time: 21:00 - 22:40

Location: Online, on Discord

Facilitator: Aditi (Scrum Master)

Type of Activity: Online Meeting ▾

Attendees:

Team member	GitHub Username	Role	Attendance
Aditi	aditiingle	**Scrum Master**, Backend Developer, Frontend Developer, UX Designer, Test Engineer	☑
Jonathan	JonaBaron	Backend Developer, Frontend Developer	☑
Joyal	Joyal99	Frontend Developer, UX Designer	☑
Kevin	KevinMandiouba	Frontend Developer, UX Designer	☑
Oussama	ouss2231	Backend Developer, UX Designer	☑
Owen	owjorgen	Backend Developer, UX Designer, Test Engineer	☑

Agenda

1. Scrum Master discusses team member progress
2. Discuss deadlines and time needed to test and approve PRs
3. Check team members project folders to ensure they are working in the correct directories
4. Remove the server and client directories from team members' branch

Next Meeting: Sprint Planning on September 26, 2024, at 9:00pm, online on Discord

Conclusion: The meeting concluded with everyone having a clear understanding of how the group will be functioning from now on, and how they can keep their secrets (like db passwords) safe.

Date: 29th September 2024

Time: 21:00 - 21:30

Location: Online, on Discord

Facilitator: Owen

Type of Activity: `Online Meeting ▾`

Attendees:

Team member	GitHub Username	Role	Attendance
Aditi	aditiingle	**Scrum Master**, Backend Developer, Frontend Developer, UX Designer, Test Engineer	☑
Jonathan	JonaBaron	Backend Developer, Frontend Developer	☑
Joyal	Joyal99	Frontend Developer, UX Designer	☐
Kevin	KevinMandiouba	Frontend Developer, UX Designer	☑
Oussama	ouss2231	Backend Developer, UX Designer	☐
Owen	owjorgen	Backend Developer, UX Designer, Test Engineer	☑

Agenda

1. Discussed changes from Owen's backend changes to files
2. Discussed Johnathan's changes on adding csv files along with db changes.
3. Discussed how the other members could use the changes that were made to implement their changes from the main branch. This was done using Joyal's screen as demo.
4. Discussed what we needed to submit for tomorrow's sprint delivery deadline.

Next Meeting: Sprint Submission Planning on September 30, 2024, at 9:00pm, online on Discord

Conclusion: The meeting concluded with everyone having a clear understanding of how the group will be functioning from now on, and how they can keep their secrets (like db passwords) safe.

6 - Type of Meeting: Sprint Planning

Date: 30th September 2024

Time: 21:00 - 23:00

Location: Online, on Discord

Facilitator: Everyone

Type of Activity: Online Meeting ▾

Attendees:

Team member	GitHub Username	Role	Attendance
Aditi	aditiingle	**Scrum Master**, Backend Developer, Frontend Developer, UX Designer, Test Engineer	☑
Jonathan	JonaBaron	Backend Developer, Frontend Developer	☑
Joyal	Joyal99	Frontend Developer, UX Designer	☐
Kevin	KevinMandiouba	Frontend Developer, UX Designer	☑
Oussama	ouss2231	Backend Developer, UX Designer	☑
Owen	owjorgen	Backend Developer, UX Designer, Test Engineer	☑

Agenda
1. Discussed other changes and merged pull requests from members in the team to show for demo.
2. Made changes to submission documents and made sure that everyone was in an agreement with what had to be submitted.
3. Fixed main branch by adding commits from all branches.

Next Meeting: Sprint Planning (TBD), at 9:00pm, online on Discord

Conclusion: The meeting concluded with everyone having a clear understanding of how everything works, and came to a conclusion on our submissions for tonight and tasks for the upcoming sprint.