Meeting Minutes:

Date/ time	Content
07/08/2023 13:00-14:00	• Product Backlog delegation- ==Laura and Lawrence== will write up the backlogs and compare with each other what the highest priorities are for each user story, as well as the DOD for each of the product items • We went through each other's user stories and cross checked if we agree or disagree with what each of us have written • ==Hari== will oversee the planning and writing of the first sprint • ==Darby== will be writing the sprint retro for sprint 0 • ==Lance== will be doing the introduction of the SRS and the use cases • ==Saksham== is doing the functional requirements • ==Hari== is doing the non-functional requirements • ==Lawrence== will be doing the data model • We will **all** be doing the System-Architecture • ==Saksham== will be doing the assumptions and constraints • We will delegate the remaining stuff next week • Sprint 1 and 2 (estimated) backlog and planning note will be done next week after finishing the SRS document.
09/08/2023 19:30-21:30	• Worked together to figure out what each person has done • Drafted and made a project board • Added everyone's user stories to the project board • Allocating a scrum master for next week • The scrum master will most likely be Lawrence
15/08/2023 13:00-14:00	• Laura will help Lawrence with the data model preparation by defining the database relationships, specific to the project description • Everyone needs to refine their part of contribution to the SRS document • Laura will start the testing for the acceptance criteria • Make sure to fill Darby in on what we have talked about today • Everyone needs to remember to update the project board with the user stories • Hari is finishing off the non-functional requirements • Saksham has finished section 2 of the SRS document, and finished designing the wireframe. • We need to double check with the tutor what else needs to be completed for milestone 1

| 16/08/2023 19:30-21:30 | • This weeks lesson we are working through the scrum board
• Lawrence is our scrum master
• We are also checking in with each other to make sure were all on the same page
• Everyone's refining what they have been working on
• We are going over everyone's contribution so far and making sure we all agree with the work that everyone has done

What we talked about with our tutor:
• First priority- get an item read and delivered, customer should be able to search for a product, and select it, and order it, and get it delivered
• We went through scrum:
• Laura : Helped with the wire frame, needs to add colour for next week, made all the meetings and the wrote all minutes for this week, Acceptance criteria – testing, look at the positives and the negatives
• Lance : worked through the introduction, and architecture, as well as adding user stories to the project board
• Darby : worked on the Sprint 0, updated user stories
• Saksham : submitted section 2 of the SRS document, as well as contributing to the wireframes
• Hari : Sprint 0, non-functional requirements for SRS document

• Confirmed that Data model doesn't need to be finalized for milestone 1
• **What has to be submitted for milestone 1:**
• **Contribution document**
• **SRS document**
• **Retro Sprint**
• **Product backlog**
• **Meeting Minutes Document**
• **User stories**
• **Acceptance criteria** |

20/08/2023 19:00 – 20:00	• Finalized the SRS document • Adding everything necessary into the SRS document • Checklist: wireframe done, acceptance criteria done, backlog done, user stories done, architecture in progress, sprint planning in progress • Darby finished up the retro sprint and asked everyone some final questions • Talking about what we should start thinking about for next sprint • Talking about the submission • Uploading our assignment to github