[K40-A02 Planning] |MINUTES

Meeting date | time 9/30/2024 9:30 AM

Meeting location Heritage College B219

# Attendees

|  |  |
| --- | --- |
| Sabrina Tochkov – Scribe  Pierre Badra  Joshua Magnan  Sebastian Canales Burke  Ryan Somers |  |

# Invited but Did Not Attend

N/A

# Subject

Discuss A02 deadlines, convergence on user stories, epic estimates and team member estimate.

# Discussion Topics

* Since I (Sabrina) will be missing the next two work periods (Oct 3rd and Oct 7th), we agreed that I will be responsible for this assignment’s minutes & setting up the memo for Section 1. That way, it would be fair to delegate the diagram work to the other team members.
* Deadlines:
  + Deadline #1: Meeting Minutes (2) for today, Sept 30th
    - Today, we converged on the meeting minutes and user stories.
    - We also estimated our tasks using the Planning Poker Estimation technique (with numbers representing hours).
    - We made sure to update our Azure DevOps board with everything that was decided/done today.
  + Deadline #2: Use Case Diagrams & System Context Diagram – Oct 10th
  + Deadline #3: UI/UX Design – Oct 14th
  + Deadline #4: Login Prototype – Oct 21st
  + Deadline #5: Technical Risks Memo – Oct 24th
* Our project is a lot more technical by nature, so we included some more technical user stories so that we won’t to forget to consider the time it would take to set up the application’s scalable infrastructure, which is a large portion of our project.
* We spent some time brainstorming names for the project. **Athentichan** was rejected by Richard, who said he preferred **HIAAA** (Heritage’s Identification, Authentication, Authorization and Accountability).

# Decisions

|  |  |
| --- | --- |
| D1 | Deadlines determined (see discussion topics) |
| D2 | Ryan, Seb and Pierre will be responsible for the UI/UX Design |
| D3 | Josh and Sab will be responsible for the login with AMS prototype |
| D4 | Sab is responsible for Sept 30th submissions whereas the rest of the team will complete the diagrams while she is away |

# Actions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A1 | In-depth Research | IAAA and MSIP | Open | Due Oct 14th |
| A2 | Logging/Reporting Inquiry | We had a hard time estimating how much time it would take for this [Epic](https://csazure.cegep-heritage.qc.ca:8080/F2024/Team%201%20-%20A-A%20System/_workitems/edit/17/), so we resolved to send a message to the client asking what he would like to see in these logs/reports. | Open | Due Oct 14th |

# Follow up and next steps

HIAAA seems like a long name, and the team is attempting to come up with a shorter name that will fit with Richard’s request to include “Heritage” and the concept of IAAA in the name. This is not a high priority, but we’re keeping it in mind.