Meeting Minutes

Team Meeting - Week 3

Date	Wednesday, 14 August 2019
Time	2:00pm - 6:00pm
Venue	Beasley Law Library

Invites

Name	Init.	Organisation
Beining Chen	**BC**	Team 26
Rupert Hu	**RH**	Team 26
Thiren Naidoo	**TN**	Team 26
Jordan Russell	**JR**	Team 26
Lachlan Russell	**LR**	Team 26
Seharsh Srivastava	**SS**	Team 26

Meeting Lead	Beining Chen
Minutes	Beining Chen
	Thiren Naidoo

1 Client Meeting Preparation

	Item	Discussion
1.1	**Logistical Preparation for Thursday Meeting**	
1.1.1	Transport is sorted, some will take a bus and some will drive	
1.1.2	Have a physical version of the query register	
1.1.3	Meet 15 minutes beforehand	
1.1.4	Team members are required to download document beforehand in case there won't be any internet	**BC**
1.1.5	Team members should discuss about the Scope with the client as it is to be sent to the client before due	
1.2	**Review technical query register**	
1.2.1	Ask the client about the 'unmatch' feature, if it lets the unmatched user doesn't see the information of the user who decides to unmatch	
1.2.2	For users who are general, can they state what skills they have and what skills they don't have, is location match a good solution for them?	**TN**
1.2.3	Does rating system matter? For users who do one-one matching, maybe it is good for them to match people who have similar star rating	

1.2.4	When the user is registered, do they upload their profile picture? Or take the profile picture straight from Google/Facebook?	
1.2.5	Is the hobby category made by the admin? Or users can type new hobbies? Or just combine both of them?	
1.2.6	Does unmatch means blocking users? Blocking users means users who get blocked cannot see and message the user who clicked 'block'	
1.3	**Assess Phase One deliverables to present to client**	
1.3.1	The Technical Query Register and the Scope are required to be presented to the client	
1.4	**Further discussion for Client Meeting**	
1.4.1	Team members need to clarify with the client that how many technical abilities the client has and what are these abilities	**All**

2 Sprint 1 Discussion

	Item	Discussion
2.1	**Epic section requirements**	
2.1.1	The team went through every section of the Epic briefly, the 'Current System' section is not necessary for now	**TN**
2.1.2	The team is supposed to us Relational database for 'Like table', 'Dislike table' and 'Matches table', since database is more efficient	
2.1.3	The team reviewed SQL database	**JR**
2.2	**Skills and Resources section requirements**	
2.2.1	The team reviewed the Skills and Resources document, and questionnaires are done for everyone	
2.2.2	The test is to be set to the front-end, to see if the project is going to fail or succeed and if so how it fails	
2.3	Risk Register requirements is reviewed by brainstorming	**SS**
2.4	**Project Acceptance requirements**	
2.4.1	The project is to be tested if it works on iOS and Android	
2.4.2	Make sure the project doesn't crash	
2.4.3	Make sure the project's database doesn't get hacked	
2.4.4	When team members are doing Project Acceptance, it is suggested that they use backlog	
2.5	Story for Sprint 2 is reviewed briefly	**All**

3 Backlog

	Item	Discussion
3.1	**Intro to Backlog**	

3.1.1	When team members are reading the backlog, they need to find the priority task(s), and divide tasks into 2 to allocate them evenly	
3.2	**Items in Backlog**	
3.2.1	The team member reviewed items in Backlog, edited labels for each card and set priority tasks for Sprint 2	**All**

4   Technical Discussion

	Item	Discussion
4.1	Flask v. Django is briefly Introduced to team members	**TN & LR**
4.2	Developing in an agile manner is discussed	**JR**
4.3	Team members discussed on the technical aspects of the project by brainstorming	**All**

5   Planning

	Item	Discussion
5.1	Team members set priority numbers for the priority tasks in Backlog	
5.2	Team members made a clarification of who is going to the client meeting, what document they are supposed to bring and what questions they need to ask	
5.3	The team briefly talked about all requirements of Sprint 1 and Sprint 2	**All**