MEETING LOG

Sprint 1

INFO-5101

Daycare Registration and Management Software

MEETING LOG

Sprint 1 – Initial Meeting

**Initial Meeting Held**: Jan 8th 2015 - 20:00 @ Room F3002

*Participants: Steve, Nick, Mehrnaz, Kevin*

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| # | ITEM | DISCUSSION | ACTION |
| 1 | **Initial ideas for our product.** | * Team came up with many different ideas for our product. * All of new ideas are still within the MVC type architecture. | 1. Research MVC type projects at our disposal. |
| 2 | **Ideas for our Software Development Studio** | * Team discussed what is the best software to develop our software? | 1. Steve to research our development studio. 2. Mehrnaz to research the database development studio 3. Nick to research our source control software |
| 3 | **Product Proposal** | * Team broke the parts of the product disposal down and assigned tasks. | 1. Steve assigned the product description. 2. Nick assigned company profile. 3. Mehrnaz assigned the marketing section. 4. Kevin assigned to the financials. |
| **Adjourned: 21:00** | | | |

MEETING LOG

Sprint 1 – PRODUCT BACKLOG

**Product Backlog Meeting Held**: Jan 10th 2015 - 17:00 @ Room F3002

*Participants: Steve, Nick, Mehrnaz, Kevin*

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| # | ITEM | DISCUSSION | ACTION |
| 1 | **Product Backlog** | * Team discussed the parts of the product backlog that we are going to implement. * Team assigned tasks for the product backlog. * Team discussed what software to be used for our product backlog. | * All agreed upon Microsoft Excel for managing our product backlog * Employee side stories assigned to Nick * Parent side stories assigned to Kevin * Extra features user stories assigned to Steve. |
| 2 | **Product Backlog Story Points** | * We assigned Story Points to all user stories. | * Steve to draft the final copy of the Product Backlog for review of the team. |
| 3 | **Review Product Proposal** | * All members reviewed product proposal before submitting to the client. | * Update the Product Proposal and submit to client. |
| **Adjourned: 18:00** | | | |

MEETING LOG

Sprint 1 – Sprint backlog

**Sprint Backlog Meeting Held**: Jan 15th 2015 - 18:00 @ Room F3002

*Participants: Steve, Nick, Mehrnaz, Kevin*

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| # | ITEM | DISCUSSION | ACTION |
| 1 | **Sprint Backlog: Administration** | * Nick asks: how are we going to manage this with our product backlog? | * Nick to create a Sprint Backlog within the same excel document as our Product Backlog. |
| 2 | **Sprint Backlog: Headings** | * Team discusses what columns are we going to need for our Sprint Backlog | * Kevin to research what the columns are required. |
| 3 | **Sprint Backlog** | * Team predicted what user stories we could handle in one sprint. | * Together we made tasks for each user story. |
| 4 | **Sprint Backlog: Finalization** | * Team discussed what the final draft will look like. | * Steve to take all information and create a first draft of the Sprint Backlog. |
| **Adjourned: 19:00** | | | |

MEETING LOG

Sprint 1 – official sprint planning

**Sprint Planning Meeting Held**: Jan 20th 2015 - 17:00 @ Room F3002

*Participants: Steve, Nick, Mehrnaz, Kevin*

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| # | ITEM | DISCUSSION | ACTION |
| 1 | **Sprint Planning: General** | * First Sprint Planning Meeting | * Assigned tasks to all members of the group |
| 2 | **Subject Matter: Experts** | * Discussed member’s roles within the organization and how this affects our sprint planning. | * Kevin will now be the Web layer expert. * Steve will now be the Business Layer expert. * Merhnaz will now be the Database expert. * Nick will now the overall testing expert. |
| 3 | **Sprint Planning: Story Points** | * Team assigned tasks and discussed story points for each task. | * Assigned story points to all tasks |
| 4 | **Sprint Planning: Administration** | * First draft of sprint planning documentation is complete. We need to finalize this for submission. | * Steve to take all information and draft a finalized version acceptable for submission. |
| **Adjourned: 1800** | | | |

MEETING LOG

Sprint 1 – SCRUM MEETING #1

**Scrum Meeting Held**: Jan 22nd 2015 - 18:00 @ Room F3002

*Participants: Steve, Nick, Mehrnaz, Kevin*

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| # | ITEM | DISCUSSION | ACTION |
| 1 | **Source Control** | * Team confirmation: has everyone install the source control software? * Nick raised the question about using the built in Git for windows. There appears to be issues using this with GitHub. | * GitHub for Windows will now be our solution for source control. All members will now switch to this. |
| 2 | **Solution Development** | * Team confirmation: what kind of project is this and who is going to create the first solution to commit? | * Steve will create the new ASP.NET Solution with the agreed architecture. |
| 3 | **Testing** | * Problems testing this on different computers. | * Nick will research what the compatibility issues that arose and report back. |
| **Adjourned: 19:00** | | | |

MEETING LOG

Sprint 1 – SCRUM MEETING #2

**Scrum Meeting Held:** Jan 27th 2015 - 16:00 @ Room F3002

*Participants: Steve, Nick, Mehrnaz, Kevin*

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| # | ITEM | DISCUSSION | ACTION |
| 1 | **Database Design** | * Mehrnaz’s database does not work on all of our computers. | * Steve to research why this is. |
| 2 | **Database Conflict** | * Steve has reported that the compatability issue is due because some members are using SQL Server 2012. | * All members are now switching to SQL Server 2012. |
| 3 | **Database Design** | * All members discussed the database design models, represented on a white board. | * Steve to take pictures of the white board and distribute ASAP. |
| 4 | **Database Relationship** | * Group discussed how the relationships will work: Children have Parents or Parents have Children? * Committee agreed upon database relationship design. | * Mehrnaz to implement this and commit to source control. |
| **Adjourned: 17:00** | | | |

MEETING LOG

Sprint 1 – Scrum meeting #3

**Scrum Meeting Held:** Jan 29th 2015 - 19:00 @ Room F3002

*Participants: Steve, Nick, Mehrnaz, Kevin*

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| # | ITEM | DISCUSSION | ACTION |
| 1 | **Website Development** | * Nick proposed that we should do separate projects for each website. | * We will use separate views for each site instead of separate projects. Kevin to implement this. |
| 2 | **Website Design** | * Kevin proposed the use of the foundation.css for our website design. Members agree. | * Kevin to implement the agreed style sheet. |
| 3 | **Front End GUI** | * Kevin proposed that we should use a Windows Forms Application instead of a website for the employees to alter data. | * Kevin’s idea was denied. All user interfaces will be a web based design. Kevin to implement. |
| **Adjourned: 20:00** | | | |

MEETING LOG

Sprint 1 – SCRUM MEETING #4

**Scrum Meeting Held:** Feb 3rd 2015 - 16:00 @ Room F3002

*Participants: Steve, Nick, Mehrnaz, Kevin*

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| # | ITEM | DISCUSSION | ACTION |
| 1 | **Business Layer** | * Steve brought up the fact that we should serialize and deserialize all of our objects between layers. Group agrees. | * Steve to implement this in the model and controller layers. |
| 2 | **Test Data** | * Nick brings up a good point that our database is not going to have the proper credentials for everyone. | * Group agrees one person will be incharge of logging in to test the database calls until we all have working database. Mehrnaz assigned. |
| 3 | **Scrum Meetings** | * Documentation of meetings need to be placed in a document. | * Steve assigned to create a meeting log in word. |
| 4 | **Web Design** | * Kevin has finished the web layer basic design. To go further, nick is deciding to create a more View/Controller model for the pages. | * Nick to enhance our current presentation layer setup. |
| **Adjourned: 17:00** | | | |

MEETING LOG

Sprint 1 – SCRUM MEETING #5

**Scrum Meeting Held:** Feb 5th 2015 - 20:00 @ Room F3002

*Participants: Steve, Nick, Mehrnaz, Kevin*

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| # | ITEM | DISCUSSION | ACTION |
| 1 | **Solution Testing** | * As the solution comes built together, testing is needed to ensure communication between all layers. | * Nick to volunteer to test data being passed between layers. He will report back when finished. |
| 2 | **Database Issues** | * Mehrnaz found that the database login is not working. | * Mehrnaz to implement build in ASP login methods instead of creating our own |
| 3 | **Management documents** | * All documents need to be finished, due Friday 13th. | * Steve tasked to finish all documents and send to team for final review |
| 4 | **Sprint Retro** | * Nick agrees we should do sprint retro at his house. | * All members will meet at his house for sprint retro. |
| **Adjourned: 21:00** | | | |

MEETING LOG

Sprint 1 – SPRINT RETRO

**Sprint Retro Meeting Held:** Feb 10th 2015 - 16:00 @ Room F3002

*Participants: Steve, Nick, Mehrnaz, Kevin*

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| # | ITEM | DISCUSSION | ACTION |
| 1 | **Database Hold up** | * Team agrees that hitting the database in the beginning was a great blocker since it did not work properly. | * We should have made test data to mimic a database until this was finished. |
| 2 | **GitHub Database** | * GitHub has been causing issues with the local database. | * We are no longer having a local database file. We will hit SQL Server immediately. |
| 3 | **Timings.** | * Team Management has been going very well. | * Continue good communication between team members. |
| 4 | **GitHub Conflicts** | * GitHub causing conflicts when merging. | * New rule: clean solution before commiting to ensure we don’t commit a file that is not needed. |
| **Adjourned: 17:00** | | | |