Project Sunshine

Week 1 - team meeting notes & action points: 8th February 2021

## Ref:

1. Availability sheet: <https://docs.google.com/spreadsheets/d/1MkboR48K-pYB57BiWOQZn9RzQD5HhzzT/edit#gid=910684238>
2. All in one document: <https://docs.google.com/document/d/1mTUkE0E1VvwUTWW9AUEIp4_iL0mnBbdKCoprKHaQa3E/edit#heading=h.6tjomzfmt5ry>
3. TR Project tips and workflow: <https://github.com/techreturners/ProjectTipsAndWorkflow>
4. TR YRTT Project Check-In Week one: <https://classroom.google.com/u/0/c/MjY3ODI3Njk5NDM2/a/MjY3MDA4NzYwNjY5/details>
5. Tech4Good Zuhlke template: <https://docs.google.com/document/d/1-b9xSzwiW20gRuYik4wPSG9n76MoWzpbEDWI3dpHhq8/edit>
6. TR Sprint review: <https://docs.google.com/document/d/17umBj0RjuxKy-HIR6liLde1Aqx51f96BZ5Yezo_i_TY/edit>
7. Project proposal [MVP]: <https://docs.google.com/document/d/169TOJkPAyPzYRIJ7xUTqDArRERbhtf8UjTjCs37f0Rs/edit#heading=h.6jynaot9cbnq>

## Agenda

1. Housekeeping
2. Team members, processes & ways of working
3. Decide on tools & who to set up what
4. Creation of product design
5. Creation of Minimum Viable Product Documentation
6. Preparation for first sprint planning with company

## Minutes

#### **Housekeeping**

* TR Sunshine team name agreed
* Sunshine project name agreed
* Github - TR Sunshine agreed

#### **Meetings**

* Briefly discussed need for daily/regular standups; having a Slack ‘standup’ to report on what each member doing at a set time was discussed, but the majority of the team felt that to be a standup in the agile sense, it would need to be in person

This week:

* Tuesday 9th 10-11.30am
* Wednesday 10th 4-5pm

Weekly:

* Weekly planning - Monday each week 4-5pm
* Weekly review: Thursdays 5-6pm or 6-7pm - alternate
* Daily standup:
  + Monday: 4-4.15pm
  + Tuesday: 10-10.15am
  + Wednesday: 4-4.15pm
  + Thursday: 10-10.15pm

#### Tools

* Briefly discussed various tools, including Google docs with project structure, Trello, Github Project platform, Jira, Github for docs - do be discussed further & decided on & actions to which team member action these
* Agreed to try other meeting tools due to Zoom 40min limit & will try Google Meet for next meeting
* Agreed we need:
  + repository/folder structure for project planning documents
  + Tool to create project road map with user stories
  + Github

Agenda for Tuesday 9th

* Roles
* Tasks this week
* Deliverables

### **1. Housekeeping**

#### Action Points

|  |  |  |
| --- | --- | --- |
| **Action:** | **Team member(s):** | **By when** |
| **Slack team name** | Myriam |  |
| **Contacts - put on Slack** | All |  |

### **2. Team members, processes & Ways of Working**

#### Action Points

|  |  |  |
| --- | --- | --- |
| **Action:** | **Team member(s):** | **By when** |
|  |  |  |

### **3. Tools**

#### Action Points

|  |  |  |
| --- | --- | --- |
| **Action:** | **Team member(s):** | **By when** |
|  |  |  |

### **4. Creation of product design**

#### Action Points

|  |  |  |
| --- | --- | --- |
| **Action:** | **Team member(s):** | **By when** |
|  |  |  |

### **5. Minimum Viable Product Documentation**

#### Action Points

|  |  |  |
| --- | --- | --- |
| **Action:** | **Team member(s):** | **By when** |
|  |  |  |

### **6. Preparation for first sprint planning with company**

#### Action Points

|  |  |  |
| --- | --- | --- |
| **Action:** | **Team member(s):** | **By when** |
|  |  |  |