TR Sunshine

Sprint Planning Meeting 09/02

horizontal line

**0**9FEB **20**21 / 10:00 AM / REMOTE [GOOGLE](https://meet.google.com/jpn-ehhz-qjn) MEET

# ATTENDEES

Rachel, Alun, Miryam, and Rana

# AGENDA

## [Last Meeting Follow-up](https://docs.google.com/document/d/1ovJQa0S17ZUDOhBSTwIcWADYLHveP5o3Ro6Jfk_L-H0/edit)

1. TR Sunshine team name
2. [Team’s availability and meetings](https://docs.google.com/spreadsheets/d/1MkboR48K-pYB57BiWOQZn9RzQD5HhzzT/edit#gid=910684238)

## New Sprint

* Team roles
* [Project deliverables](https://classroom.google.com/u/0/c/MjY3ODI3Njk5NDM2/a/MjY3MDA4NzYwNjY5/details)
* [Prepare for the first meeting with the company](https://classroom.google.com/u/0/w/MjY3ODI3Njk5NDM2/tc/MjY3ODI3Njk5NDQ3)
  + Why - good to v. briefly articulate, i.e. to achieve project
  + How - tools
  + Who - team members
  + When - session times & days
  + Where - online/offline
* prep
* Tasks and accountabilities

# NOTES

* **Decided to use Zoom for meeting platform**
* Having turned to lead the meeting
* Alun agreed to create the organisation on GitHub, following TR notes.
* Rana: interested to seek technical business analysis role (backend c#+ database). Flexible on the role in the project in things like business/ product/ management kind of work
* Alun: wants to apply for backend role + C# and serverless and web API. The frontend is not focusing area but happy to work on the frontend in the project.
* Maryam: database admin & programming background; backend development; happy to share team working on the skills in backend; love programming; more backend
* Rachel: experience in JS, React. Would like to learn accessibility on frontend and Java. knows a bit of C#. would like to work on the backend but to learn more on frontend and rReact. Seeking a coding role and customer-facing role.
* Save project documents on GitHub organisation, to show client/customer
* Rana: save docs on Google Drive and save the link on GitHub for anything to have public
* 3Rachel: 3 repositories-> docs, frontend, backend
* Project management Tools and Systems:  
  MVP: Jiro (Rana has had a good experience with it)  
  Issue tracking: Jiro  
  Tasklist: Jiro
* Wireframing: pen & paper + Balsamiq/Figma: agreed on Balsamiq to start
* Prototype: interactivity; move to this, perhaps Invision when done a wireframe
* Communication: agreed on Zoom
* Discussion: do we start with sketch or MVP

Rana explained: brainstorming as a team and then being able to sketch and then make the prototype on Invision

Agreed MVP first, then wireframe from that

Put all questions on the product to produce into a doc on Google Drive

Rana needs to delegate tasks and then meet and discuss what to keep/not.

Agreed on a daily standup

Agile methods Scrum/kanban: kanban is like post it on board, Scrum is more deadline-based.   
For us, it is important to work with deadlines. Recommending Scrum.

Agreed to start with Scrum.

Create a new document with Key points for Sprint Meeting “Sprint Planning - Agenda 11.2.2021”.

Presentation: team members, initial discussions, documents produced so far

# ACTION ITEMS

1. **Create a GitHub organisation & empty doc repo- Alun & Myriam**
2. **Github doc repository:** [**Rana share screenshots of structure**](https://docs.google.com/document/d/1U7JJdrjGNAo-fWd5OtZrgyNQcL1XlNZHZgZAcaxykvY/edit#)
3. **Create a doc with all questions - Myriam create & everyone to add their question**
4. **Wednesday 10 am: session on Jiro - 1h30: All**
5. **Wednesday 2 pm: Create basic wireframe on Balsamiq: Rachel & Alun**
6. **Wednesday 4 pm: all four team members - input to the first draft of wireframe & any tweaks to first draft MVP: all team**
7. [**Individual reading on Scrum**](https://docs.google.com/document/d/1AOthgJmr-iLFLvQdQO6JS0dH9giHRqGW_tG4yMLWgsE/edit)
8. **Thursday 10 am: meeting to check readiness for 5 pm meeting**
9. **Prepare agenda for Sprint Planning meeting with company: first draft Rachel**
10. **Presentation for company meeting: Rana first draft**
11. **Retrospective of meeting with company: 6-6.30pm Thursday straight after meeting**

# NEXT MEETING’S AGENDA