Team meetings overview

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| Team meeting number | Date of meeting | Attendance | Purpose of meeting | What was discussed |
| 1 | 21/02/24 | Every one | First initial meeting | Assigned roles, discussed the scope of the project and set up the Github repository. Split the tasks into smaller subtasks to be delegated at a later date in the scrum meetings. Discussed how we would implement the software application, discussing possible API’s and languages for front end and back end development. |
| 2 | 28/02/24 | Every one | First scrum meeting | Discussed what would be happening in the first sprint, assigned tasks to individuals. Started on documentation, specifically the SRC template. Decided on implementing account management first. |
| 3 | 06/03/24 | Every one | Check up on the first sprint | Had everyone reconvene to discuss where everyone had got too halfway through the first sprint. Discussed if anybody needed assistance and checked if everyone would make the deadline of next week. Started on more documentation such as user stories and project plan. |
| 4 | 13/03/24 | Every one | End of first sprint discussion and start of second sprint discussion | Had an end of sprint discussion, checked if all features had been implemented and if they were implemented correctly. Once everything had been checked moved the account management to complete. Then moved onto the next scrum sprint on financial transactions. Again, split the task into smaller subtasks and assigned individuals different tasks. |
| 5 | 20/03/24 | Every one | Second scrum sprint discussion | Check up on the second scrum sprint. Discussed progress and identified any issues with the second sprint. Moved different people around to other tasks. More focus on documentation as development was moving forward well. Started considering how we would fit security into the system and conform to data protection laws. |
| 6 | 01/04/24 | Every one | End of second sprint discussion/start of third sprint | Discussed the end of the second sprint. Nothing was put into backlog as everything was working as expected, apart from transaction history which was moved into sprint backlog to be picked up at another date. Talked about documentation and went over already created documentation to update it as well as added password encryption in the code that we had already created. Discussed what tasks would be assigned to who for implementing the account services section of the software. |
| 7 | 10/04/24 | Every one | Third sprint catch up meeting | Discussed how far we had got into the implementation of the account services section. Started considering how we would merge the front end and the back end together. Decided on react for the front end, created mock-up wireframes for the GUI of the application. |
| 8 | 17/04/24 | Every one | End of third scrum sprint discussion/start of fourth and final sprint | Cheeked the implementation of the account services. All were implemented apart from managing and requesting check books and recurring payments so was sent to the sprint backlog. Discussion of the fourth sprint which was front end development and anything in the sprint backlogs. Delegated tasks and began front end development. |
| 9 | 01/05/24 | Every one |  |  |
| 10 | 08/05/24 | Every one | Final meeting, checked GitHub repository for everything required for submission. | Checked the github repository to finalise everything before submission. Checked that all code was working and was in the repository, checked that the video was there as well as showed off the functionality of all features implemented. Checked that all documentation related to the implementation of the software was present. |