Agenda for Second TA Meeting

Location: DW TZ2 right-back

Date: 26/02/2023

Time: 15:45 - 16:30

Attendees: Oleh, Teun, Alex, Tudor, Sagar, (TA) Iarina

Objective: To discuss the backlog requirements, determine the minimal working build, and assign tasks for the next phase of development.

Agenda-items

Pre-discussion:

TA: we should really improve on insufficient grades, bcs we will fail otherwise

[15:45 - 15:47] opening by chair

Chairperson opens the meeting and welcomes attendees.

Teun: Main purpose: minimum working program, asap get to program that we can MR so that everyone works on the same features; make base program

**[15:47 - 15:55] [Agenda-item 1] - [Backlog must requirements]**

A brief dialogue about what we need to implement.

**DETOUR: Backlog Feedback**

TA: look at slides, organize epics; epics is basically a feature

“An epic represents a feature” - “must have” and “should have” don’t work

Identify what are the main features, group user stories based on those features

**TA Example Epics:**

Let’s say we ant to build App for Hiring TA

Feature (epic): Hiring Ta - what do i need for this? (user stories)

Feature(epic): Paying TA’s -what do i need for this? (bank account, ….)

Slides with Basic Requirements: they all should be one epic for “Minimal App”

For example, for multi-board; you made a set of user-stories. All user-stories related to this should belong under this feature (“Multi-board epic”).

**Keep the priority of Must/Should/Could**, but drop the labels(“MUST/SHOULD/COULD”)

Assignment description is very good, with what you need to have in every epic

**Mock-ups: you do these designs in order to explain these features; if you aim for excellent, you should do it**

Mock-ups complement epics, so that you show how they work

For admin things: acceptance criteria: how would you like to see that?

* Read assignment description; if i have very small user story, I don’t need to specify acceptance criterias
* If something not clear, break down multiple parts, make them short
* If you split them, it is most clear

stick to what the req say, 1 workflow

**Some of our user stories overlap : make sure you identify exactly who is doing what**

**In case there are user ppl that can do the same stuff, just add only to the user stuff**

IN case that there are nuances (as user i can do X because of this, as admin …), - ELABORATE

Sagar: upload minutes after the meet

Teun: minutes need to be tidied up

Oleg: minute taker write down everything they think while also minute taking

**[15:55 - 16:10] [Agenda-item 2] - [minimal working build]**

Discuss and determine the minimal working build, including features and functionalities that will be included in the first working version. Brainstorm ideas and discuss priorities for the first working version. (so that team members can transition to feature based development)

Teun: we need basic UI

TA: Issues in gitlab - start to put all the tasks you want to implement as issues in gitlab, and then you decide

**TA: Issues: an issue is just a task ; A FEATURE**

BackLog: the way you need to organize user-stories ; carefully on how things build and depend on eachother

Oleh: tree-structure that shows all the epics

TA: this is why we have the order

Alex: explanation; illustrate how tasks relate to each other

TA: we can do that on our own

TA: if we just order them nicely, that is not needed; repair the backlog

Sagar: clarifications - **we need backlog restructuring before actually doing the minimal app**

Oleh: we need to reorder the backlog, we can see for each user story how it depends on the

Previous user stories

**[16:10 – 16:20] [Agenda-item 3] - [planning]**

Plan and assign tasks for the next phase of development, based on the minimal working build. Break down tasks into smaller, actionable items and assign them to team members. Discuss timelines and deadlines, and ensure everyone understands their responsibilities.

Plans:

**Interrupt:**

**From now on, we have to show “a minimal shipping product” on each week, we have to provide some code that is on the main branch - we already need to have smt coded by next week**

**10th march: deadline meaningful MR**

Sagar: we can meet sometime soon, we can help eachother out

First step: we need to have backlog; after this meeting we need to get together; make sure we have the epics first under control, then the user stories

TA: yes, start exploring, sagar good help

Oleh: first thing: everyone is on track with gitlab progress, wait

Teun: do we need to make a long meeting?

Sagar: fine with sticking out longer; when you guys can?

Alex: thursday good, come early, return late

Oleh: 4-5 hours long, breaks

Sagar: thinks we should all work ourselves before thursday as well

Teun: What time thursday?

**Thursday, 12:30, on-site, Drebbelweg**

**[16:20 – 16:27] [Agenda-item 4] - [buffer and question round]**

Not done, no time

[16:27 - 16:30] Close

Chairperson summarizes the key takeaways from the meeting. Assigns action items and responsibilities to each team member. Confirms next steps and schedules the next meeting, if needed.

**Teun: heard lot of great arguments**

* **We went kind of on a diff agenda**
* **We need to figure out what we gon do**
* **Main basis: backlog needs to be far better - epics, priority list**
* **We have to next week show some code**
* **Next thursday 12:30, on-site, Drebbelweg**
* **System admins are users**
* **I think that concludes our meeting**