Meeting minutes

24/08/2015 – 12:30pm

Scribe: Lyndon Prado

Scrum

* Ryan
  + Tasks done:
    - Touch up and expanded on group dynamic on task 1.1 that bala
    - Made start on affinity diagram
  + Road blocks:
    - Hard to start the affinity diagram because not enough information to start
      * Solution: complete credit task to get more data
    - Waiting on people
      * Solution: chasing people up, assign the task to another person, do the task yourself if deadline needs to be met.
    - Busy with other subjects
      * Solution: better time management, ask other people to do extra work if you have a heavy load for the week
* Josh
  + Tasks done:
    - Finish off task 2.1 and 2.2 and submitted on doubtfire
    - Gantt chart – need to touch up on it
    - Worked with making git work
  + Road blocks
    - Gantt chart was difficult because schedules and plans change
      * Solution: try to distribute task evenly and adjust task on a need to need basis (slack time)
    - Gantt chart submission was difficult, because using Microsoft project (cannot fit all the tasks on one page)
      * Solution: put a simplified version of the gantt chart using excel of word and submit it through pdf, to ensure that the main tasks fit on the page (task 1.4 ISO UCD principles)
    - Busy with other subjects
      * Solution: better time management, ask other people to do extra work if you have a heavy load for the week
* Dhil – not present
* Lyndon
  + Task done:
    - Re-doing task 1.2, expanding dot points on management techniques
    - Re-doing task 1.4
    - Updating trello
  + Road blocks
    - Finalising everything – need to make sure things are finished
      * Solution: have a set plan to stick to, invest extra time to compensate.
    - Waiting on people
      * Solution: chasing people up, assign the task to another person, do the task yourself if deadline needs to be met.
    - Busy with other subjects and SAE team
      * Solution: better time management, ask other people to do extra work if you have a heavy load for the week

Discussion

* Put tasks under done when group member has completed, so that we could check that document before sending
* Read documents before meeting so that we can easily assign tasks to members
* Communication is fine just need to polish up a bit
* Credit task: interviewing people
  + Contextual inquiry: interview people in regards to context of use
* All things are meant to be uploaded in the file format of PDF
* Send things to archive if finished with it, so that we still know what we have done, but it won’t make the work space messy
* Git does not like empty folders
* Organise interview time to interview people as a group
* Optimize meetings – keep it an hour

Task assigned

* Ryan
  + Workflow model
    - Task 3.2
* Josh
  + Task model
    - Task 3.3
* Dhil
  + User model
    - Task 3.1
* Lyndon
  + Environment model
    - Task 3.4
* All
  + Interview people each (that we know) – credit task
  + Interview people as a group – credit task
  + Learn how to use GIT
  + Meetings
    - Read weekly documents so that we know what to do and can assign tasks appropriately
    - When submitting files, write what file you have completed (100%) under the card “done” and prepare that file for the next meeting so that the whole team can look through that file and agree to submit it.
    - Add proper change notes to Git updates to files, so that team members will know where other team members have made changes.