# MEETING MINUTES: SUMO DIGITAL GROUP PROJECT

**Date of Meeting : 4th February 2019**

**Time of Meeting : 1.15pm – 1.55pm**

Attendees:- Fraser King, Mircea Lazar (Late), Sion Williamson, Harry Wadman, Mihai Giurea

Apologies from:- N/A

## Item One - Post-mortem of Previous Week

*What went well:* All members of the team were enthusiastic and, despite issues with tracking tasks and uploading them to the correct place (e.g. uploading work to JIRA as a task attachment instead of GitHub), completed their weekly tasks to an acceptable standard. Any discrepancies in regards to weekly sprint workflow have been directly addressed and should not occur in any future sprints.

*What went badly:* Mild confusion over how JIRA/GitHub works by some members of the team, without directly addressing a group manager before the meeting – only raised issues directly in the meeting. The importance of communicating issues such as this has been clearly reinforced and should issues like this occur in a future sprint, the necessary actions will be taken.

### **Individual work completed:**

*Fraser King –*

Completed “Your Outline Project Brief” document, in addition to uploading a separate, smaller document containing quick analysis on multiple brief solutions. All submitted to GitHub before meeting, tasks moved appropriately in JIRA.

*Mircea Lazar -*

Completed “Your Outline Project Brief” document. Forgot to push work directly to GitHub before meeting (FGK verified work was completed).

*Sion Williamson –*

Completed “Your Outline Project Brief” document. Forgot to push work directly to GitHub before meeting (FGK verified work was completed).

*Harry Wadman –*

Completed “Your Outline Project Brief” document. All submitted to GitHub before meeting, tasks moved appropriately in JIRA.

*Mihai Giurea –*

Completed “Your Outline Project Brief” document. Uploaded work to JIRA as attachment to the task, however task was moved appropriately and was logged (FGK separately pushed this work in time for the meeting).

As part of the meeting, Mihai was shown how to push to GitHub for future sprints.

## Item 2: Any Other Business

All individuals’ solutions for the brief were openly discussed in the team meeting as part of a brainstorming session. Ideas were constructively critiqued and discussed openly before the team settled upon the solution for brief.

Consequently, the scope of the project, as well as design and programming challenges were fully discussed and analysed. The conclusion of this discussion will be uploaded to the GitHub as part of the group’s final solution to the “Your Outline Project Brief” document.

Moreover, a quick overview of the iterative process was provided to the team in order to ensure they understood the process.

Lastly, and as previously alluded to, discussion about the importance of good communication was emphasised. Some members in the group had encountered difficulties in either pushing their work to the group repository or moving tasks in JIRA. These issues were directly addressed, and mini “workshops” were given on pushing to GitHub and moving tasks in JIRA to fully ensure these problems are not repeated. It was emphasised to each member of the team the importance of contacting a group manager in the event they incurred any future issues with completing or uploading their tasks. Reassurances were made by each affected member that their work will be pushed by the end of today, and this will be followed up appropriately (please note that tasks were fully completed and this was verified as part of brief solution discussions, however work was not pushed to the repository appropriately).

The meeting ended with scheduling the next meeting for 11am on Wednesday 6th February, before the jam-session starts.

**Meeting Ended :- 1.55pm**

**Minute Taker:- Fraser King**