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| **Date** | 6 Aug 2015 |
| **Time** | 12:00 – 14:00 |
| **Attendees** | Clay, Kaii, Lulu, Likai, Shawn, V, Irene, Miranda |
| **Organizer** | Shawn |
| **Recorder** | Clay |

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| **Agenda** |
| 1. Team run smoothly |
| 2. Project plan |
| 3. Kick-off meeting |

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| **Meeting Memo & Project status** |
| **Topic 1: Team run smoothly**  Shawn:  set team rules:   * scrum master to host meetings   Kaii:  Coding standard, set first and improve later  Knowledge share - meeting tips   * Problem of meeting: everybody raises questions, but nobody answer * Scrum master list meeting agenda, and keep track of meeting outcomes * Meeting minutes should be reviewed * Daily scrum 15 minutes * Sprint planning meeting 1~2 hours * Sprint review meeting 1 hour   Shawn:  Select some of agile practices   * Sprint planning * Prototype * Daily scrum * Sprint * Scrum board   Coding style (Is there any existing coding style at customer’s?)  **Topic 2: Project plan**  Week 4 tasks   1. Release planning: scope 3~4 main module 2. Product backlog, prioritise tasks 3. Task estimation (all backlog estimation) 4. Project approach: tune Product Owner 5. Tools: scrum board, source control 6. Server 7. Expectation management   Week 5 tasks   1. Estimation 2. 3 sprints 3. Tech catch-up 4. Design: Domain model 5. UI design 6. Prototype 7. Project structure   **Topic 3: Kick-off meeting**  Meeting tips   1. Be nice 2. Be unified 3. Think before talk 4. Dress casual   Meeting agenda   1. Introduce our team (who are we) 2. Introduce project approach (why we are here, what can we do) 3. Length of project 4. Time effort per week per person 5. Clarify requirements Scope (PO) 6. Expectation management 7. Communication plan   Meeting recorder: Miranda and Likai  Meeting reference   1. Resources we need 2. Test account 3. Devices 4. Take a photo of customer 5. Tools (scrum board) 6. Scope 7. Source control 8. Server (Web service) |

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| **Conclusion** |
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| **Actions (To-do)** | | | | |
| No. | Action | Participants | Status | Due Date |
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