

# Team Meeting Notes

## **Meeting 1** Friday 27<sup>th</sup> September

Attendees: Aifric, Comfort, Jabeen, Rachel, Aine

Topic: Organisation and Method

Minute Taker: Aifric

Leader: Comfort

Deputy: Jabeen

- First group meeting. We set 20 minutes for this initial meeting. Aifric took notes.
- Discussed how we would plan the project and what tools we would use
- Decided we would use Github. Reason: We can create private repositories on it. There is a project management feature which will allow us to track our progress and we can set product boards to automate with each issue status. It allows for collaboration between different people. Enables us to keep all our files in one place.
- Concluded we would create a project board for each section/milestone of the assignment. Eg. Analysis, Product Design, Implementation. We will then open issues on each task within this. This method is suitable because we can create checklists within a task to break a task down (divide and conquer) and we would have to complete each subtask before we can set the status of an issue as 'Done'. It also allows us to see what we have to do, what is in progress and what is done very clearly so we can analyse our own methods and see what is working. This will help us analyse our own methods for sprint planning.
- How we will plan sprints with Github. We were aware github doesn't have any sprint planning feature but a service like jira will cost us 10e a month when one of us already has premium github. We decided we would create a label for each issue with a story point. We have decided on 2 week sprints as this will divide the semester up nicely. At the end of a sprint we will put the story points of the completed issues into an excel sheet and calculate how much we have completed. We will use milestones to mark our sprints and also to manage our deadlines. So anything that is not in the milestone Sprint A (for example) will be in the backlog and we can filter issues this way.
- Our Average number of time we can spend on this project this week it:
- Our methods of communication will be: Weekly meetings, Sprint planning meetings, sprint retro meetings and also an online group chat.

## **Meeting 2** 3rd October

Attendees: Aifric, Comfort, Rachel, Aine

Topic: Sprint Planning and Requirements Spec

Minute Taker: Rachel

Leader: Aine

Deputy: Aifric

- We planned our first sprint and decided on sprint length. Our sprint lengths will be 2

weeks.

- Decided on the game play and created a list of all required pieces/cards.
- Decided on the format of the requirements specification. The decision was between numbered list format or table format. We chose to use the numbered list format.

### **Meeting 3** October 14<sup>th</sup>

Attendees: Aifric, Comfort, Jabeen, Rachel, Aine

Topic: Scenarios and class lists

Minute Taker: Comfort

Leader: Jabeen

Deputy: Rachel

- Made sure we were aware of the maximum amount of work we need to put into each section
- We made a list of possible use cases
- We looked at the burn down charts and use case template and decided to do the scenarios first and complete the use case diagram another day.
- We looked at our use cases and listed the possible scenarios that matches it.
- We looked at different factors that contributed to our scenario lists, factors such as housing, bank, rules, etc.
- We decided to use the official rules instead of creating our own house rules or using house rules
- We talked about the various classes and discussed their attributes.
- We played the online monopoly game to refresh our memory and give us a solid foundation on the implementation of the game.

### **Meeting 4** October 17<sup>th</sup>

Attendees: Aifric, Comfort, Jabeen, Rachel, Aine

Topic: Scenarios and class lists

Minute Taker

Leader:

Deputy

### **Meeting 5** October 18<sup>th</sup>

Attendees: Aifric, Comfort, Jabeen, Rachel, Aine

Topic: Sprint A Retrospective

Minute Taker: Aine

Leader: Aifric

Deputy: Comfort

- We reviewed our sprint by looking at the burn down chart.

- We overestimated how much time it would take to complete some tasks
- We also overestimated how much time the team could spend on the project on an average day which prevented the expected linear decrease in the chart.
- We did not complete two of the issues scheduled to be completed by the end of the sprint
- Some good insights: We estimated the issues in the sprint would take 83 hours to do and we spent 40 hours on these issues with only one issue left to complete. This is nearly half of what we expected so we will take this into account for the next sprint. We also tend to work in batches of every three days, working a lot on the third day and none at all on the other, This will go into our sprint planning for Sprint B.
- We realised that a lot of time is spent on researching the requirements of the issue rather than solving the issue so we need to allow time for this in the sprint.
- We liked the clarity and frequency of our communication.
- Group chat is very effective for keeping everyone in the loop.
- Github Project Boards are useful for keeping track of the issues we have to do.
- We want to keep up the regular meetings
- We want to start delegating tasks better
- We will add the two issues we did not complete into the next sprint.
- Overall, was a successful sprint with more things we want to start doing than stop doing.

## Burndown Chart - Sprint A

