

Team Meeting Notes

Friday 27th October

Attendees: Aifric, Comfort, Jabeen, Rachel, Aine

Topic: Organisation and Method

Minute Taker:

Leader:

Deputy:

Meeting 1

- 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.

3rd October

Meeting 2

Attendees: Aifric, Comfort, Rachel, Aine

Topic: Sprint Planning and Requirements Spec

Minute Taker:

Leader:

Deputy:

- 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.
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