Team Meeting Notes

Meeting 1 Friday 27th 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 14th

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 17th

Attendees: Aifric, Comfort, Jabeen, Rachel, Aine
Topic: Scenarios and class lists
Minute Taker
Leader:
Deputy

Meeting 5 October 18th

Attendees: Aifric, Comfort, Jabeen, Rachel, Aine
Topic: Sprint A Retrospective
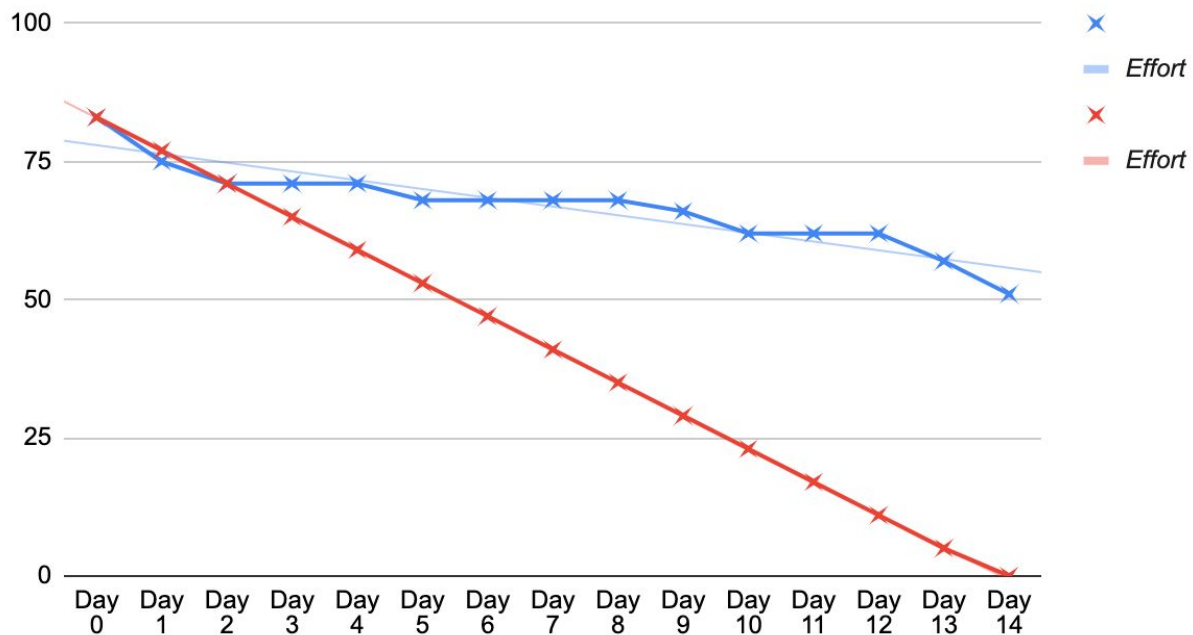Minute Taker: Aine
Leader: Aifric
Deputy: Comfort

- ● 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.
- We also planned our next sprint (Sprint B) which will start on the 21st October. It has a velocity of 17 and the goal of it is to complete the Product Design project board. We created a burndown chart to track our progress and a table to input our hours.
- We used the miscalculation of time tasks will take to estimate these new tasks.

Burndown Chart - Sprint A

Meeting 6 October 21st
Attendees: Aifric, Comfort, Jabeen, Rachel, Aine
Topic: Class Diagrams
Minute Taker: Aifric
Leader: Rachel
Deputy: Jabeen

- We started on the class diagrams.
- We conducted some research into the different kinds of relationships classes can have and how they interact with each other.
- We debated on some of the relationships, especially with composition vs aggregation.
- We had a difficult time keeping the classes down to 10 as the more we went through the class diagrams, the more classes became apparent to us.
- We also researched the structured walkthrough and tried to get an understanding of what was expected.
- We also assigned out tasks to each member of the team for the remaining few and decided Aifric will finish the class diagram, Comfort will help fill in the CRC diagrams and keep them up to date with any changes in the class diagram and Jabeen will start on the structured walkthrough.
- We concluded that we would meet again on the 23rd October to look over and edit the structured walkthrough together as well as to proof read all our work and make edits if necessary.

- We realise the difficulty will be ensuring everything is consistent as we have made a few changes over the course of the work as we learned about new aspects of the product.