Meeting Minutes for 10/21/2014

- Going over the agenda.
- Risks
    - Went over what was added/removed.
- Trello Update
    - Discussed Assigned tasks.
    - Sprint ends next Tuesday.
- SAML Discussion
    - Chris advises against SAML.
    - Oauth is recommended instead.
    - Whose responsibility is the **authentication**?
        - Datto's responsible for setting it up, but the team can still use it.
        - **By next week's meeting: possible delivery dates from Datto.**
        - **Team will look for an Oauth client.**
- Deployment Procedure
    - Behind a firewall.
    - **Team to get an answer by next weeks meeting regarding whitelisting etc.**
- Midterm Evaluation
    - Reviewed the Midterm evaluation doc.
    - Due to a 5-person team, there could be more role variation.
    - Sponsors satisfied with the deliverables being handed in.
    - Active management should be Datto's domain, such as the priority of the product backlog.
        - We're currently prioritizing them.
    - Datto would like to be more active in the management of the backlog
        - Perhaps go over in more detail during meetings. That way both the team and the sponsor can work on it
        - PM of the team should take an active role in prioritizing and managing the product backlog.
        - Customer can add to the product backlog, but the team is who determines what is feasible.
        - "Commitment-based" task assigning.
    - Quality control system
        - Looking over project artifacts regularly and keeping them up to date.
        - Presentations include both the product and the process/project.
        - Have a project documents "Czar" who regularly looks at them to ensure they're up to date.
- Process creation and improvement
    - Root-cause analysis.
    - Team should've probably been a '4' not '5'.
    - Assumptions document that gets updated regularly.
- Tracking progress.

- ○ Consider the project at a macro level, possibly as a percentage of completion.
- ● Team effectiveness!
  - ○ Team is doing well.
- ● Product
  - ○ Not as relevant at the moment.
  - ○ Project Artifacts can be considered as part of the product.
  - ○ Requirements
    - ■ Traceability - tracing things between our artifacts; keeping track of risks, and requirements and how they connect to one another. i.e User story can be traced to certain requirements. Certain requirements can be getting overlooked, and not enough attention.
- ● Team can ask anything to the sponsors about anything if we need clarification or help.
  - ○ As Chris said, the team can be more active in communicating with them.
  - ○ Sharon takes the business role, while Chris takes the technical role. As such questions should be addressed appropriately. Or be sent to both if it applies to them.

Email to Chris:

Hey Chris,

Action items that came out of today's meeting:

Senior Project Team:
- ● Research OAuth clients, see what can be implemented in PHP and works well.

Datto:
- ● By next meeting - think about OAuth implementation. We would like to talk about dates for Datto's implementation of this next Tuesday.
- ● Look into deployment procedures. Ex - We will want to deploy our APIs behind Datto's firewall; HTTP requests to /devices using POST, DELETE, or PUT will be blocked from the external internet. HTTP requests to /devices using GET are allowed from the external internet. Is there a whitelist or some way to only allow certain calls?

If you'd be able to look into these things by next meeting so we can discuss on Tuesday, that'd be awesome!

Thanks,
Brandon