IFB299 Meetings

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| Minutes 1 | July 31, 2017 | 2:00 - 4:00 pm | QUT Library |

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| Meeting called by | Whole group | | | |
| Type of meeting | In person | | | |
| Facilitator | Sarah Deriche | | | |
| Attendees | Sarah, Ben, Will, Josh | | | |
| Agenda topics | |  |  |

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| Discussion | Work on Team Agreement | | |
| Brainstorm set of features | | | |
| Assign scrum roles | | | |
| Decide on meeting times and dates | | | |
| Conclusions |  | | |
| * All expectations of the meeting were met and plans to hold daily online scrum meetings were discussed ideally with one in person meeting every Monday. | | | |
| * SCRUM master assigned as well as other roles, and Team Agreement Guide was finalized and signed by all members | | | |
| Action items | | Person responsible | Deadline |
| Set up github repo | | Ben | - |
| Create and upload google drive doc | | Sarah | - |
| Come up with Dev features | | Will and Josh | - |
| Come up with Client features | | Sarah and Ben | - |

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| Special notes | Everyone contributed and shared their opinions during the meeting. |

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| Minutes 2 | August 7, 2017 | 3:00 - 4:00 pm | QUT Library |

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| Meeting called by | Whole group | | | |
| Type of meeting | In person | | | |
| Facilitator | Sarah Deriche | | | |
| Attendees | Sarah, Ben, Will, Josh | | | |
| Agenda topics | |  |  |

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| Discussion | Polish user stories on all features. | | |
| Develop a proper understanding of the case study and work on the user stories on all features. | | | |
| Discuss prioritizing techniques. | | | |
| Conclusions |  | | |
| * Finalized a backlog of the user stories | | | |
| * Applied MaSCoW | | | |
| Action items | | Person responsible | Deadline |
| Come up with acceptance criteria | | Will and Josh | 11 Aug |
| Expand on stories | | Everyone | 11 Aug |
| Add stories to JIRA | | Josh | - |

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| Minutes 3 | August 21, 2017 | 2:00 - 4:00 pm | QUT Library |

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| Meeting called by | Whole group | | | |
| Type of meeting | In person | | | |
| Facilitator | Sarah Deriche | | | |
| Attendees | Sarah, Will, Josh | | | |
| Agenda topics | |  |  |

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| Discussion | Story points. | | |
| Story review and preparation for Sprint | | | |
| Discuss a rough draft of the web design and layout the features | | | |
| Conclusions |  | | |
| * Finalized the user stories and their respective acceptance criteria. | | | |
| * Sketch rough website design. * Add necessary notes to user stories slides. | | | |
| Action items | | Person responsible | Deadline |
| Learn about Django | | Everyone | 28 Aug |
| Prioritize stories | | Everyone | 28 Aug |

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| Minutes 4 | September 4, 2017 | 2:00 - 3:30 pm | QUT Library |

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| Meeting called by | Whole group | | | |
| Type of meeting | In person | | | |
| Facilitator | Sarah Deriche | | | |
| Attendees | Sarah, Will, Josh, ben | | | |
| Agenda topics | |  |  |

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| Discussion | | |
| Design sketches for the user interface. | | |
| Discuss and assign different artifacts of the project. | | |
| Conclusions | | |
| Github was updated and mockup was sent in the group chat for everybody to see. Everybody was happy with their chosen diagrams and artefacts. | | |
| Action items | Person responsible | Deadline |
| Learn about Django | Everyone | N/A |
| Work on portfolios | Everyone | N/A |
| Website Mockups | Everyone | N/A |

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| Minutes 5 | September 11, 2017 | 3:00 - 4:30 pm | QUT Library |

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| Meeting called by | Whole group | | | | | |
| Type of meeting | In person | | | | | |
| Facilitator | Sarah Deriche | | | | | |
| Attendees | Sarah, Will, Josh | | | | | |
| Agenda topics | |  | |  | |
| Discussion | | | | | | |
| Create simple UI design in Django | | | | | | |
| Discuss database parts and revise diagrams completed so far. | | | | | | |
| Conclusions | | | | | | |
| Members found it difficult to get Django working, but a high fidelity prototype of the primary web interface was done by developing team. IS students re-evaluated diagrams and tweaked some of them to match requirements. | | | | | | |
| Action items | | | Person responsible | | Deadline | |
| complete the homepage, registration and login features | | | Josh | | N/A | |
| Database design | | | Will | | 18 Sep | |
| Architecture, component diagrams | | | Sarah | | 18 Sep | |
| Write sample test cases | | | Ben | | N/A | |

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| Minutes 6 | September 25, 2017 | 3:00 - 4:00 pm | QUT Library |

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| Meeting called by | Whole group | | | | | |
| Type of meeting | In person | | | | | |
| Facilitator | Sarah Deriche | | | | | |
| Attendees | Sarah, Will, Josh, Ben | | | | | |
| Agenda topics | |  | |  | |
| Discussion | | | | | | |
| Address issues with Django website  Implement color schemes and develop higher quality UI webpages  Complete the database | | | | | | |
| Conclusions | | | | | | |
| Before ending the meeting, we made sure everyone understood their tasks and had enough artefacts for their portfolios.  Database has not been finalized and might need a bit more time. | | | | | | |
| Action items | | | Person responsible | | Deadline | |
| Get the login and sign up buttons to work | | | Josh | | N/A | |
| Write technical test cases for the webpages | | | Will | | 4 Oct | |
| Class diagram | | | Ben and Will | | 6 Oct | |
| Update github and prepare retrospective template | | | Sarah | | 6 Oct | |

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| Minutes 7 | October 6, 2017 | 2:00 - 4:30 pm | QUT Library |

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| Meeting called by | Whole group | | | | | |
| Type of meeting | In person | | | | | |
| Facilitator | Sarah Deriche | | | | | |
| Attendees | Sarah, Will, Josh, Ben | | | | | |
| Agenda topics | |  | |  | |
| Discussion | | | | | | |
| Discuss retrospective content | | | | | | |
| Conclusions | | | | | | |
| Everybody contributed in this meeting and learnt a lot about our weaknesses and strength and most importantly what we should improve. A google doc was shared for everyone dot in their opinions. | | | | | | |
| Action items | | | Person responsible | | Deadline | |
| Write up retrospective | | | Sarah | | 6 | |
| Complete portfolios | | | Will | | 6 Oct | |