

Team PorkBelly
Meeting Minutes
18th October, 2021

Attendees: Walter, Richard, Shang Zhe, Yujian, Parit
Meeting Time: 2:00pm

Action Item	Assigned To	Due
Revisit and updated design artefacts	Walter	End of 19th October
Write the remainder of Acceptance Tests	Richard	End of 20th October
Carry out more user testings	Yujian	End of 20th October

Walter began with expressing to the team that there was a deliverable (Week 12 checklist) due end of Friday. He promised end of Tuesday to have revisited artefacts for React Hierarchy, Back end chain for request processing, Lifecycle sequence for initialisation in order to have updated documentation in preparation for handover.

Regarding test results, Walter said that he was happy to create a testing log documentation to record manual Acceptance Tests. Richard stated that automated acceptance tests had not been created. A miscommunication on who's allocated to writing automated acceptance test between Shang Zhe and Richard led to the task not progressing.

Since the first sprint review was sent over in Week 9's checklist, the second sprint's retrospective could be included in Week 12's. Favourite cards was not listed in the second review, so Richard hoped to have Sprint Three's review before Friday deadline. However, the client was unable to meet before Friday, so it was decided to declare the completion of the feature in the checklist. The review and handover could be combined into one section. Handover date tentatively set for SWOTVAC.

Walter would like to ask Doc whether private team minutes was an appropriate artefact item to pass to the client. Richard doubted so but concurred the request.

Shang Zhe joined at 2:15pm. Richard asked Shang Zhe about picking up implementing the Acceptance Tests, to which he received the green light to. Shang Zhe needed to attend to other project's commitments as well. Richard would use Tuesday to complete this task in due for Friday. Promise end of Wednesday, otherwise Walter to go ahead with manual testing.

Rehearsal Time: 2:19pm.

Shang Zhe suggested a deployment to Heroku shortcut in the deployment document, in complementary to a general, command shell deployment document. These instructions should be included in the README. Walter would like to receive some snapshot of the current cluster to obtain guides for the document.

Parit inquired about needing to create a release on GitHub. To this Shang Zhe stated since released worked off tags, and that documentation is on a separate branch, the team had to either tag two releases, one for docs and another for master or Heroku, to combine into a release, or merge docs

into master and then tag the merged commit as the release. Alternatively, Richard suggested that a release branch, separate from the Heroku, and source, that could be tagged and released.

Meeting Ended at 3:00pm for Presentation.