Team PorkBelly
Meeting Minutes
11th October, 2021
Attendees: Walter, Richard, Shang Zhe, Yujian
Meeting Time: ~3:45pm

Action Item	Assigned To	Due
Complete Integration Tests	Walter	End of 12th October, 2021
Presentation Slides	Yujian	15th October, 2021
Taiko Tests	Shang Zhe & Richard	-

The meeting began with a discussion on the Presentation. The points to address were described in the workshop:

Yujian took on the task to create a draft for the presentation's slides. He had also asked about the planned usability tests, while feedback from those tests may not be resolved, they would be good material to address during the presentations as limits to the design. Walter was happy to outsource some interviewees from his local circles. Shang Zhe, Richard and Walter stated that they were available to elaborate on any high-level technicalities of the project.

The team had decided to include completed user stories in section 4, and mark the completion of the CRM's UI as both a challenge and an accomplishment (8,9). The design section (5) may include a high-level architecture and / or a discussion of the UI's development. Restrictions in the design (lack of responsive design, mobile support, small screen usability issues from margins, etc...) may also be brought up as a discussion here.

Richard would like to practice providing a demo of the product, following feedback received from the team.

It was decided that the remainder of tasks (integration and acceptance automated tests) may fall under 'Sprint 3' but explicit sprint planning was could be forgone because scheduling meetings and size estimation would be too time consuming. Walter admitted that compromises with other projects held a significance at this time as well. Although there was currently no Sprint 3 planning document created, a 'Sprint 3 project board' was present on the repository that members might use. Product handover was discussed next. During the workshop Doc had demonstrated a team which had prepared a GitHub Release containing source code, as well as necessary documentation and artefacts. The team decided to update their artefacts in light of the latest iteration before the handover process. Formal handover had yet to be scheduled.

The team decided to meet up 3pm on Friday to rehearse the presentation – a deadline for Yujian's task. Walter promised to complete his integration tests by the end of Tuesday. Richard and Shang Zhe agreed to develop more Taiko Tests.

Meeting ended ~ 4:20pm