Meeting Agenda

Team: 23andMe Date: May 20, 2021 Time: 6:00 PM

Topic 1: Agile - Sprint Review Meetings

-A common meeting ceremony in Agile is held to review the sprint to see what has been accomplished. This ceremony is usually called a *sprint review meeting* and it serves as a time for team members to "show and tell" what has been accomplished. Very often stakeholders and managers will be invited to this meeting to see the progress made.

-You should hold the sprint review meeting at the conclusion of the sprint (Friday, Saturday or Sunday) and allocate at least 30mins to do so. Each member should attend and speak in the meeting and notes, screen captures, or even demo videos should be taken. Attendance should be noted in your meeting notes and the high points saved in a markdown file in your repo **(/admin/meetings/MMDDYY-sprint-X-review.md where X is the sprint number)**.

Topic 2: Agile - Retrospective

- It went past me and I didn't realize this was due Tuesday, my apologies.
- [GROUP RETROSPECTIVE LINK](#)
- **(/admin/meetings/MMDDYY-retrospective.md)**.

Topic 3: Documentation - Internal Documentation : ADR (Architectural Decision Records) Due 5/25

- 3 more ADRs we have pushed
- Template: https://adr.github.io/madr/

Topic 4: Team Coding Session to Integrate Parts

Meeting Notes

- Sprint Review Meeting:
    - Michael:
        - Completed full functionality for the bullet
    - Caroline:
        - Bullet List completed

- Kent: API functions for authentication, createBullet, DeleteBullet, and updateBullet completed
- Yuchen: Fixed bugs on navigation bars, navigation bar implemented;
- Sophia: Day Picker functionality works
- Christopher: Bullet List Functionality completed, there is a bug in the router where it does not correctly change the states of the history
  - Communication:
    - Everyone should do weekly standup
  - Explanations of Framework:
    - Comment code before we push into main!
    - Comment all the code

Action Items

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Meeting Attendance (just place initials next to your name)**:**
Bas Beeuwsaert: BB
Caroline Xiong: CX
Christopher Yoon: cy
Daniel Huynh: dh
Kent Utomo: KU
Michael Fu: MF
Sophia Lui: SL
Wen Tian: WT
Yuchen Jin: YJ