MEETING MINUTES FOR SPRINT 2

SATURDAY, 7th of October

Meeting 1 for Sprint 2

**Members Present:**  
Andrew, Daniel, Sandra (spontaneous meeting organized the night before hence Aiden was unable to attend)

**Duration of Meeting:**

6:30 – 8pm

**Discussion and outcomes:**

* Discussed that we needed to add more user stories to sprint 2. The new users stories to be added are as follows:
  + Mobile friendly | Daniel to write on JIRA | Deadline: before user story needs to be utilized
  + More unit tests to ensure code quality and minimises error | Andrew to write on JIRA | Deadline: before user story needs to be utilized
  + CSS for all pages to make website look more professional and has a common theme | Sandra to write on JIRA| Deadline: before user story needs to be utilized
  + Adding weather extensions to allow users to plan their day more effectively | Daniel to add to JIRA| Deadline: before user story needs to be utilized
* Delegated individual user stories to complete for sprint 2 and determined deadlines for one user story (we have agreed to complete one user story per week and nominated one assigned user story to finish for next Saturday). If we complete our user story early, we may start on another user story. As Aiden was absent from today’s meeting and was unaware of what was discussed and organized, his deadline is pushed back a bit further.
  + Story ID: Integrated Google Maps | Daniel | Deadline 14/10
  + Story ID: Write User Reviews | Andrew | Deadline 14/10
  + Story ID: Show User Reviews | Andrew
  + Story ID: Forgot Password | Daniel
  + Story ID: Sort Search Results | Sandra | Deadline 14/10
  + Story ID: Remove User Profile | Aiden | Deadline 18/10
  + Story ID: Mobile Friendly | Daniel
  + Story ID: Unit Tests | Andrew
  + Story ID: Website CSS/Theme | Sandra
  + Story ID: Weather API | Daniel

TUESDAY, 10th of October

Meeting 2 for Sprint 2

**Members Present:**  
Aiden, Andrew, Daniel, Sandra

**Duration of Meeting:**

5:00 – 5:30pm

**Discussion, Outcomes, and Deadlines:**

* Checked up on how all team members were tracking for their individual tasks due at the end of the week
* Informed Aiden of his individual task for the week due to not being present in the last meeting
* Reviewed week 9 workshop homework tasks

WEDNESDAY, 11th of October

Meeting 3 for Sprint 2

**Members Present:**  
Aiden, Andrew, Sandra (Daniel was absent due to work commitments)

**Duration of Meeting:**

10 -12pm

**Discussion, Outcomes, and Deadlines:**

* Checked up on how all team members were tracking for their individual tasks due at the end of the week
* Worked on workshop 10
* Demonstrated partially functioning website to tutor
  + Received feedback from tutor that we need to improve our functionality as we kept getting errors

SATURDAY, 14th of October

Meeting 4 for Sprint 2

**Members Present:**  
Aiden, Andrew, Daniel, Sandra

**Duration of Meeting:**

5:30 -6:15pm

**Discussion, Outcomes, and Deadlines:**

* Checked up on how all team members were tracking for their individual tasks due today
* Helped debug / solve issues and provide alternative methods for those who were struggling with their individual tasks
* Created new user story
  + Displaying Contact Details | Aiden | Deadline: 25th of October
* Reviewed Sprint Burndown Chart and Release Burndown Chart

TUESDAY, 17th of October

Meeting 5 for Sprint 2

**Members Present:**  
Aiden, Andrew, Daniel, Sandra

**Duration of Meeting:**

5:30 -6:15pm

**Discussion, Outcomes, and Deadlines:**

* Reviewed individual status of delegated tasks for the week
* Discussed errors present in current code and helped debug code
* Discussed new user stories to add to sprint:
  + “Real-time testing” | Aiden | Deadline: 5 days before sprint is due (in week 14)

WEDNESDAY, 18th of October

Meeting 6 for Sprint 2

**Members Present:**

Andrew, Sandra

**Duration of Meeting:**

10:00 - 11:30pm

**Discussion, Outcomes, and Deadlines:**

* Updated burndown chart
* Looked over test case examples
* Reviewed individual task status and any issues faced