MEETING MINUTES  
Week 1 - Meeting 1  
Date:

**ATTENDEES**

* Aiden Bird, Andrew Grant, Daniel Jee, and Sandra Finow

**DURATION OF MEETING**

1.5 hours

**OUTCOMES AND DISCUSSION OF MEETING**

* Created a Team Agreement with a team name, list of team members with their associated roles, the project we will develop, how we expect the team to operate including initial allotment of roles, expectations of commitment and communication, and how we plan to manage problems in the team – specifically breaches of expectations, non-attendance at team meetings and workshops, team members not completing assigned tasks.
  + Uploaded this document to Github for all members to access and read.
* Product Owner created a list of requirements they wanted to see in the project developed.
  + This document was presented to all members over Slack.
* Developers created a list of features they wanted to see in the project developed.
  + This document was presented to all members over Slack.
* Product Owner reviewed both the requirements list and features list and merged the ideas into a potential features document to use for developing specific feature requests for the next workshop.

MEETING MINUTES  
Week 2 - Meeting 2  
Date: August 4th, 2017

**ATTENDEES**

* Aiden Bird, Andrew Grant, Daniel Jee, and Sandra Finow

**DURATION OF MEETING**

1.5 hours

**OUTCOMES AND DISCUSSION OF MEETING**

* Reviewed and altered existing list of user stories using INVEST and MoSCoW frameworks
* Created additional user stories for next workshop class

MEETING MINUTES  
Week 2 - Meeting 3  
Date: August 6th, 2017

**ATTENDEES**

* Aiden Bird, Andrew Grant, Daniel Jee, and Sandra Finow

**DURATION OF MEETING**

1.5 hours

**OUTCOMES AND DISCUSSION OF MEETING**

* Continued from where the last meeting finished and reviewed and altered existing list of user stories using INVEST and MoSCoW frameworks
* Created additional user stories for next workshop class

MEETING MINUTES  
Week 3 - Meeting 4  
Date: August 11th, 2017

**ATTENDEES**

* Aiden Bird, Andrew Grant, Daniel Jee, and Sandra Finow

**DURATION OF MEETING**

1 hr

**OUTCOMES AND DISCUSSION OF MEETING**

* Distributed backlog user stories with all members of development team to finalise before negotiating with product owner/client.
* Development team created acceptance criteria for all user stories

MEETING MINUTES  
Week 3 - Meeting 5  
Date: August 12th, 2017

**ATTENDEES**

* Aiden Bird (partially), Andrew Grant, Daniel Jee, and Sandra Finow

**DURATION OF MEETING**

2.5 hours

**DISCUSSION**

* Development team reviewed acceptance criteria for all user stories
* Developed estimates for all (must, should, and could have) user stories using the Planning Poker Approach.
* Finalised product backlog and initial release plan presented to client over Slack.

**ANNOUCEMENT**

* Aiden was presented with his first strike for leaving the team meeting/not contributing to work without warning or a valid reason to be excused.

MEETING MINUTES  
Week 4 - Meeting 6  
Date: August 16th, 2017

**ATTENDEES**

* Aiden Bird, Andrew Grant, Daniel Jee, and Sandra Finow

**DURATION OF MEETING**

2 hours

**DISCUSSION**

* Distributed backlog user stories with all members of development team to finalise before negotiating with product owner/client.

MEETING MINUTES  
Week 4 - Meeting 7  
Date: August 19th, 2017

**ATTENDEES**

* Aiden Bird, Andrew Grant, Daniel Jee, and Sandra Finow

**DURATION OF MEETING**

2 hours

**DISCUSSION**

* Distributed backlog user stories with all members of development team to finalise before negotiating with product owner/client.

MEETING MINUTES  
Week 4 - Meeting 8  
Date: August 20th, 2017

**ATTENDEES**

* Aiden Bird, Andrew Grant, Daniel Jee, and Sandra Finow

**DURATION OF MEETING**

1 hours

**DISCUSSION**

* Revised and altered user stories and acceptance criteria of user stories
* Finalised estimations for user story completion times

• After workshop – finish estimation – release planning – fix and revise stories – acceptance criteria – make any useful notes on stories – send product backlog & release plan to client before next workshop

MEETING MINUTES  
Week 5 - Meeting 9  
Date: August 25th, 2017

**ATTENDEES**

* Aiden Bird, Andrew Grant, and Sandra Finow

**DURATION OF MEETING**

35 minutes

**DISCUSSION**

* Product owner reviewed user story priorities for sprints and releases

**ANNOUCEMENT**

* Daniel was presented with his first strike for not attending this meeting without warning or a valid reason to be excused.

MEETING MINUTES  
Week 5 - Meeting 10  
Date: August 26th, 2017

**ATTENDEES**

* Aiden Bird, Andrew Grant, Daniel Jee and Sandra Finow

**DURATION OF MEETING**

1.5 hours

**DISCUSSION**

* Distributed user stories between all developer team members to create tasks individually for their specific user stories with their estimations (3 each roughly)
  + Tasks for sprint 1 were listed and Andrew, Daniel and Sandra each created tasks and estimations for three user stories individually

MEETING MINUTES  
Week 6 - Meeting 11  
Date: August 29th, 2017

**ATTENDEES**

* Aiden Bird, Andrew Grant, Daniel Jee and Sandra Finow

**DURATION OF MEETING**

6 hours

**DISCUSSION**

* + Reviewed and modified user stories
    - Removed dependent stories and created new stories which were more independent
  + Reviewed and modified tasks and estimations for user stories
  + Drafted some of the release plan

MEETING MINUTES  
Week 6 - Meeting 12  
Date: September 2nd, 2017

**ATTENDEES**

* Aiden Bird, Andrew Grant, Daniel Jee and Sandra Finow

**DURATION OF MEETING**

15 minutes

**DISCUSSION**

* + Discussed and distributed individual tasks to complete for next workshop:
    - Justification for selecting a specific architecture pattern for Smart City project | Andrew
    - Logical and Physical diagrams of the chosen architecture pattern for Smart City project | Aiden
    - Component Diagram for Smart City project | Sandra
    - Data Flow Diagram for Smart City project | Daniel

MEETING MINUTES  
Week 7 - Meeting 13  
Date: September 5th, 2017

**ATTENDEES**

* Aiden Bird, Andrew Grant, Daniel Jee and Sandra Finow

**DURATION OF MEETING**

30 minutes

**DISCUSSION**

* Reviewed individual tasks from previous meeting
* Delegated individual pages to create mock ups for:
  + Sandra:
    - Welcome page
    - Home/recommendations page
  + Aiden:
    - Individual item page
    - Search result page
  + Daniel:
    - User account info
    - Edit user account info
  + Andrew:
    - Admin account creation
    - Top bar navigation
    - Saved Items Page

MEETING MINUTES  
Week 7 - Meeting 14  
Date: September 8th, 2017

**ATTENDEES**

* Aiden Bird, Andrew Grant, Daniel Jee and Sandra Finow

**DURATION OF MEETING**

30 minutes

**DISCUSSION**

* Reviewed individual tasks from previous team meeting
* Checked up on progress and status for individual tasks to code which were distributed in most recent workshop:
  + Admin account creation | Aiden
  + Sign up form | Sandra
  + Login form | Daniel
  + Anchored navigation bar | Andrew
* Discussed what OOP concepts group 45 would utilise for SmartCity implementation.

MEETING MINUTES  
Week 8 - Meeting 15  
Date: September 12th, 2017

**ATTENDEES**

* Aiden Bird, Andrew Grant, Daniel Jee and Sandra Finow

**DURATION OF MEETING**

1 hour

**DISCUSSION**

* Discussed whether to do tasks for sprint individually or as a group. Decided to do individually.
* Organised must have individual tasks for sprint
  + User Search | Daniel
  + Individual Item Page | Aiden
  + Admin Control Panel | Andrew
  + Show Recommended Information | Sandra
* Organised which should have user stories to potentially add to sprint 1 depending on how fast we complete our must have’s:
  + User Profile | Andrew
  + Search Result Paging | Daniel
  + Sort Search Results | Sandra
  + Saved Places/Pages | Aiden

MEETING MINUTES  
Week 8 - Meeting 16  
Date: September 16th, 2017

**ATTENDEES**

* Aiden Bird, Andrew Grant, Daniel Jee and Sandra Finow

**DURATION OF MEETING**

1 hr 15 mins

**DISCUSSION**

* Discussed individual progress for tasks and challenges faced.
* Discussed how our actual times were compared to our estimations, and consequently if the sprint 1 plan needed to be modified. Our time estimations were lower than what happened, hence need to update sprint plan.
* Reviewed what user stories were in our sprint
  + User profile, sort search results, saved places, search result paging, forgot password, extendable system (add states to model)
* Delegated individual roles for new sprint:
  + Individual Item Page | Aiden
  + User Profile | Andrew
  + User Search Results | Daniel
  + Sort Search Results | Sandra

MEETING MINUTES  
Week 8 - Meeting 17  
Date: September 19th, 2017

**ATTENDEES**

* Aiden Bird, Andrew Grant, Daniel Jee and Sandra Finow

**DURATION OF MEETING**

40 mins

**DISCUSSION**

* Checked on progress of Product Owner creating data to populate all database information
* Checked to see if all members were tracking well with their individual tasks for sprint
* General housekeeping on sprint
* Modified some user stories and tasks for sprint and release plan

MEETING MINUTES  
Week 9 - Meeting 18  
Date: September 19th, 2017

**ATTENDEES**

* Aiden Bird, Andrew Grant, Daniel Jee and Sandra Finow

**DURATION OF MEETING**

1 hour

**DISCUSSION**

* Re-arranged individual tasks due to one team member not being able to install mySQL with Django properly
  + Individual Item Page | Sandra and Daniel
  + Admin Control Panel | Daniel
  + Saved Places | Daniel helped Aiden
  + Removed Sorting Saved Places user story from Sprint 1