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

SATURDAY, 21st of October

Meeting 7 for Sprint 2

**Members Present:**

Aiden, Andrew, Daniel, and Sandra

**Duration of Meeting:**

5:30 – 6:45 pm

**Discussion, Outcomes, and Deadlines:**

* Distributed what pages each team member would create written test cases for regarding our homework task with a deadline of 24/10/17:
  + Aiden:
    - Create user account
    - Login to Account
    - Manage User Session
    - Anchored navigation bar
    - Contact Details
  + Andrew:
    - Show recommended information
    - Individual category page
    - User search
    - Sort search results
    - Write user reviews
    - Show user reviews
  + Daniel:
    - Individual item page
    - Search result paging
    - Integrated maps
    - Weather API
  + Sandra:
    - Administration Account Creation
    - Admin control panel
    - User profile
    - Edit user account
    - Website appearance
    - Remove user account
    - Saved pages
* Distributed unit tests to all developer members:
  + Index page, individual category, search bar | Andrew | Deadline: 28/10/17
  + Individual item, saved pages, sort search results | Daniel | Deadline: 28/10/17
  + User profile, user edit, logout, welcome page | Sandra | Deadline: 28/10/17

TUESDAY, 24th of October

Meeting 8 for Sprint 2

**Members Present:**

Aiden, Andrew, Daniel, and Sandra

**Duration of Meeting:**

5:00 – 5:45pm

**Discussion, Outcomes, and Deadlines:**

* Checked individual member’s progress on written tests and unit tests
* Delegated individual tasks for data models (deadline: 31/10/17)
  + Aiden: Prepare data model
  + Sandra: Prepare database design from the data model
  + Daniel: Write SQL script to create the database
  + Andrew: Prepare test data to populate the database with INSERT command

WEDNESDAY, 25th of October

Meeting 9 for Sprint 2

**Members Present:**

Andrew and Sandra

**Duration of Meeting:**

10:00 – 11:30am

**Discussion, Outcomes, and Deadlines:**

* Checked individual member’s progress on unit tests
* Demonstrated website to tutor
* Showed burndown chart to tutor

SATURDAY, 28th of October

Meeting 10 for Sprint 2

**Members Present:**

Daniel and Sandra

**Duration of Meeting:**

5:30 – 7:00pm

**Discussion, Outcomes, and Deadlines:**

* Reviewed release plan to ensure all items were accomplished as planned, and those that weren’t were added to the next release plan (summaries for release plan too)
* Updated folder structure on GitHub
* Updated departments code on placedetail.html as it was not displaying properly
* Delegated user stories for individuals to compare and monitor acceptance criteria for on JIRA against website and updated items which were outdated or needed to be modified (ensuring our website functionality and display matches our acceptance criteria):
  + **Aiden:** Show recommended info, create user account, login to account, manage user session, admin account creation, anchored navigation bar, user profile
  + **Andrew:** Admin control panel, saved places/pages, remove saved places/pages, sort search results, secure socket layer, search result paging
  + **Daniel:** Individual item page, write user reviews, show reviews/rating, remove user account, user search
  + **Sandra:** individual category page, integrated maps, mobile friendly website, weather API, unit tests, website appearance, display contact details, verify website
  + **Deadline:** **Before next team meeting on Tuesday 31st, 2017 at 5pm**
* Delegated sections to complete for sprint two retrospective:
  + **Aiden:** Informing tutor and client
  + **Andrew:** Team participation
  + **Daniel:** Project quality
  + **Sandra:** Issues raised, team communication
  + **Deadline:** **Before Friday 3rd, 2017 (Thursday midnight)**
* Product owner was informed to do all physical/real-time tests with a deadline of before next team meeting on Tuesday at 5pm (verify website user story)

TUESDAY, 31st of October

Meeting 11 for Sprint 2

**Members Present:**

Andrew, Daniel and Sandra (Aiden partially)

**Duration of Meeting:**

3:30 – 7:00pm

**Discussion, Outcomes, and Deadlines:**

* Reviewed all release and sprint burndown charts
* Reviewed written tests, user stories, sprint and release plans, and other documentation to be submitted for “Final Submission”
* Review JIRA items
* Reviewed individual tasks due from previous meeting
* Produced additional information for tutor to assist with marking

TUESDAY, 1st of November

Meeting 12 for Sprint 2

**Members Present:**

Aide, Andrew, Daniel and Sandra

**Duration of Meeting:**

10 – 12pm

**Discussion, Outcomes, and Deadlines:**

* Presented final submission to tutor