M000 131024 Agenda

Date: 13.10.2024
Time: 12:00
Location: online
Expected Duration: 1 hour

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1. Welcome and Introductions (5 minutes)

- Welcoming the team and outlining the purpose of the meeting.
- **Everyone is a developer!**

2. Project Overview (10 minutes)

- Arnold presents the project topic: **Online Tutoring Platform**.
- Discuss the main objectives and expected outcomes for the semester.
- Overview of the **key features** (user registration, tutor search, video tutoring, etc.) and Minimum Viable Product (MVP).
- Decision whether we want to stick with the topic?

3. Review SCRUM Process & Roles (10 minutes)

- Brief explanation of SCRUM methodology and how it will be applied.
- Assign team roles:
  - **Scrum Master**: TBD
  - **Development Team**: TBD
- Explanation of each role's responsibilities.
  - **Project Manager**: Oversees project progress, schedules meetings, and ensures deadlines are met.
  - **Lead Developer**: Coordinates development efforts, making key technical decisions.
  - **UI/UX Designer**: Focuses on user experience and interface design.
  - **Backend Developer**: Handles the server, database, and logic-heavy components.
  - **Frontend Developer**: Works on client-side elements like interfaces and user interaction.
  - **Quality Assurance (QA) Manager**: Sets testing strategies and ensures the software meets quality standards.

- **DevOps/Infrastructure Manager**: Sets up development environments, CI/CD, and handles deployments.
- **Documentation Specialist**: Maintains comprehensive project documentation, from requirements to architecture.
- Clarify communication rules and expectations (e.g., transparency, collaboration).

4. Defining Initial Milestones and Deliverables (15 minutes)

- Review the project phases and upcoming deadlines:
  - Vision Document (Week 2)
  - Requirements and Risks (Week 3)
  - Toolchain setup (Week 4)
  - Architecture (Week 5)
- Discuss how to break these into smaller, manageable tasks.
- Ensure that everyone understands the importance of meeting these deadlines.

5. Setting Up Tools (10 minutes)

- Agree on tools for collaboration:
  - **Slack** for communication (already set up).
  - **Google Calendar** for scheduling meetings and deadlines (still to be set up).
  - **Git** for version control.
  - **Google Drive/Markdown for documentation.
- Decide on the platform to track tasks (Trello, Jira, or any other task management tool).

6. Scheduling Recurring Meetings (5 minutes)

- Propose a regular schedule for:
  - **Half-Weekly Standups**: Choose a day and time (15-minute meeting).
  - **Sprint Planning**: At the beginning of each sprint (every 3 weeks).
  - **Sprint Review & Retrospective**: At the end of each sprint (every 3 weeks).
- Make sure everyone can commit to these times by conducting a quick availability check.

7. Establish Time Tracking and Workload Distribution (5 minutes)

- Review the **working hours expectations**.

- Present the Google Sheet for logging hours and tracking effort.
- Agree on how team members will record their time and workload.

8. Open Discussion / Q&A (10 minutes)

- Open the floor for any questions, concerns, or suggestions regarding the project.
- Discuss any initial thoughts on how to tackle the first milestones.

9. Action Items and Next Steps (5 minutes)

- Summarize decisions made during the meeting:
  - Assigning roles.
  - Setting up tools and repositories.
  - Planning the Vision Document for Week 2.
  - Setting up the shared Google Calendar.
- Agree on the immediate next steps each team member needs to take before the next meeting.

10. Closing Remarks (2 minutes)

- a brief wrap-up and ensuring everyone knows what is expected before the next meeting.