Meeting Minutes

Weekly Meeting with team [Sprint Planning]

Meeting No: 1

Meeting Details

Date:	09/08/2024
Venue:	Microsoft Teams
Attendees:	Ankita Nag Ayshi Ethan Siolis Sruthy Thrikkadikkunnath Ramesh Sukhman Singh Wendy Uyen Vo
Apologies:	N/A

Information / Decisions

No.	Item
1	Discuss Epics
2	Initialised project board
3	Discuss user stories
4	Considered division of tasks
5	Decided Scrum Master

Action Items

No.	Item	Who	By
1	Planning Sprint Review	Everyone	12/08
2	Understand client requirements	Everyone	12/08
3	Begin planning user stories	Everyone	12/08

Meeting Minutes

Weekly Meeting with team [Sprint Retro]

Meeting No: 2

Meeting Details

Date:	12/08/23
Venue:	Microsoft Teams
Attendees:	Ankita Nag Ayshi Ethan Siolis Sruthy Thrikkadikkunnath Ramesh Sukhman Singh Wendy Uyen Vo
Apologies:	N/A

Information / Decisions

No.	Item
1	Split tasks and assignments
2	Discuss member specialties
3	Discuss User stories and approach

Action Items

No.	Item	Who	By
1	Make epics for major functions of the system	Everyone	14/08
2	Brush up on User stories and acceptance criteria	Everyone	13/08

Meeting Minutes

Weekly Meeting with team [Sprint Retro]

Meeting No: 3

Meeting Details

Date:	13/08/2024
Venue:	RMIT
Attendees:	Ankita Nag Ayshi Ethan Siolis Sruthy Thrikkadikkunnath Ramesh Sukhman Singh Wendy Uyen Vo
Apologies:	N/A

Information / Decisions

No.	Item
1	Creation of user stories
2	Creation of acceptance criteria
3	Dividing up main functions of platform
4	Decided who is doing user stories for what

Action Items

No.	Item	Who	By
1	User stories for account creation & acceptance criteria	Ankita	16/08
2	User stories for book an appointment & AC	Sruthy	16/08
3	User stories for Medical record & AC	Sukhman	16/08
4	User stories for view prescription & AC	Ethan	16/08
5	User stories for Education Resource & AC	Wendy	16/08

Meeting Minutes

Weekly Meeting with team [Sprint Retro]

Meeting No: 4

Meeting Details

Date:	14/08/2024
Venue:	Microsoft Teams
Attendees:	Ankita Nag Ayshi Ethan Siolis Sruthy Thrikkadikkunnath Ramesh Sukhman Singh Wendy Uyen Vo
Apologies:	N/A

Information / Decisions

No.	Item
1	Discussed progression on user stories
2	Clarify AC format
3	Discuss task breakdown

Action Items

No.	Item	Who	By
1	Continue working on assigned user story from 13/08	Everyone	16/08
2	Planning on github projects for user stories	Everyone	19/08

Meeting Minutes

Weekly Meeting with team [Sprint Retro]

Meeting No: 5

Meeting Details

Date:	15/08/2024
Venue:	Microsoft Teams
Attendees:	Ankita Nag Ayshi Ethan Siolis Sruthy Thrikkadikkunnath Ramesh Sukhman Singh Wendy Uyen Vo
Apologies:	N/A

Information / Decisions

No.	Item
1	Review the user stories and AC
2	Check the acceptance criteria. [template confusion]

Action Items

No.	Item	Who	By
1	Finish assigned user stories	Everyone	16/08
2	Finish acceptance criteria for user stories	Everyone	16/08
3	Begin moving User stories to GitHub project	Everyone	19/08
4	Make sure all labels are correct on GitHub project	Everyone	19/08

Meeting Minutes

Weekly Meeting with team [Sprint Retro]

Meeting No: 6

Meeting Details

Date:	16/08/2024
Venue:	Microsoft Teams
Attendees:	Ankita Nag Ayshi Ethan Siolis Sruthy Thrikkadikkunnath Ramesh Sukhman Singh Wendy Uyen Vo
Apologies:	N/A

Information / Decisions

No.	Item
1	Reviewed user stories
2	Reviewed Acceptance criteria
3	Discuss SRS and splitting of SRS
4	Discussed project board
5	Reviewed Rubric and user requirements to affirm tasks and distribution
6	Planning poker to decide priority and effort

Action Items

No.	Item	Who	By
1	Breakdown respective user stories into tasks for sprint 1	Everyone	19/08
2	Verify AC formatting	Everyone	19/08
3	First draft of non-functional requirements	Sukhman	20/08
4	First draft of Architecture diagram ready	Ankita	20/08
5	First draft of UI & External requirements	Sruthy	20/08
6	Intro of SRS and	Ethan	20/08
7	Description of SRS	Wendy	20/08

Meeting Minutes

Weekly Meeting with team [Sprint Review]

Meeting No: 7

Meeting Details

Date:	19/08/2024
Venue:	Microsoft Teams
Attendees:	Ankita Nag Ayshi Ethan Siolis Sruthy Thrikkadikkunnath Ramesh Sukhman Singh Wendy Uyen Vo
Apologies:	N/A

Information / Decisions

No.	Item
1	Discussed definition of done
2	Discussed finalisation of user stories
3	Discussed product backlog and tasks

Action Items

No.	Item	Who	By
1	Continue SRS and complete first draft	Everyone	20/08
2	Make sure all user stories are on project board GitHub	Everyone	20/08
3	Begin implementing definition of done	Everyone	23/08
4	Begin breaking down user stories for sprint 1	Everyone	23/08

Meeting Minutes

Weekly Meeting with team [Sprint Review]

Meeting No: 8

Meeting Details

Date:	20/08/2024
Venue:	Microsoft Teams
Attendees:	Ankita Nag Ayshi Ethan Siolis Sruthy Thrikkadikkunnath Ramesh Sukhman Singh Wendy Uyen Vo **Allegra Lipscombe**
Apologies:	N/A

Information / Decisions

No.	Item
1	Review UI
2	Review Architecture
3	Discussed flow of UI
4	Discuss SRS
5	Finalised user stories

Action Items

No.	Item	Who	By
1	Finish refinement of SRS	Everyone	23/08
2	User stories in the templates are reviewed.	Everyone	23/08
3	Breakdown user stories into tasks	Everyone	23/08
4	Build up project board with backlog and tasks	Everyone	23/08
5	Refine UI	Sruthy & Allegra	23/08
6	Refine Architecture	Ankita	23/08
7	Do definition of done	Allegra	24/08

Meeting Minutes

Weekly Meeting with team [Sprint Review]

Meeting No: 9

Meeting Details

Date:	21/08/2024
Venue:	Microsoft Teams
Attendees:	Ankita Nag Ayshi Ethan Siolis Sruthy Thrikkadikkunnath Ramesh Sukhman Singh Wendy Uyen Vo Allegra Lipscombe
Apologies:	N/A

Information / Decisions

No.	Item
1	Discussed Retro
2	Discussed project board and the structure of user stories, tasks
3	Discussed SRS requirements
4	Discussed flow of UI for key functions
5	Discussed connections between different sections of the Architecture

Action Items

No.	Item	Who	By
1	UI is being refined	Sruthy & Allegra	23/08
2	Continue breaking down tasks and putting them on GitHub project	Everyone	23/08
3	Refine SRS	Everyone	23/08
4	Proof-read others work to make sure nothing is missing	Everyone	24/08
5	Verify Meeting minute's structure	Sukhman	23/08
6	Review advanced tasks	Wendy	23/08
7	Finish definition of done	Allegra	24/08

Meeting Minutes

Weekly Meeting with team [Sprint Review]

Meeting No: 10

Meeting Details

Date:	22/08/2024
Venue:	Microsoft Teams
Attendees:	Ankita Nag Ayshi Ethan Siolis Sruthy Thrikkadikkunnath Ramesh Sukhman Singh Wendy Uyen Vo Allegra Lipscombe
Apologies:	N/A

Information / Decisions

No.	Item
1	Discuss task breakdown
2	UI touch-ups
3	Architecture touch-ups
4	Discuss retro
5	Proofread each other's work individually.

Action Items

No.	Item	Who	By
1	Finalise SRS	Everyone	24/08
2	Finalise Architecture	Everyone	24/08
3	Finalise UI	Everyone	24/08
4	Finish Definition of done	Allegra	24/08
5	Make sure all acceptance criteria is in format	Ethan	24/08
6	Make sure project board is all good	Everyone	24/08
7	Finish Product Backlog	Sruthy	24/08

Meeting Minutes

Weekly Meeting with team

Meeting No: 11

Meeting Details

Date:	24/08/2024
Venue:	Microsoft Teams
Attendees:	Ankita Nag Ayshi Ethan Siolis Sruthy Thrikkadikkunnath Ramesh Sukhman Singh Wendy Uyen Vo **Allegra Lipscombe**
Apologies:	N/A

Information / Decisions

No.	Item
1	Reviewed each SRS Document
2	Made some decisions on the UI design
3	Finalised the board

Action Items

No.	Item	Who	By
1	Adding more tasks to the board	Ethan	24/08/2024
2	Edit the product backlog	Sukhman	24/08/2024
3	Edit the SRS Document	All	25/08/2024