# **And X Entertainment** (CSE 490-R)

## Meeting Minutes and Sprint Results – Week 3-4 Sprint

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| **Date of meeting**:  **Chairperson:**  **Present:** | May 6, 2022  ---  All team |
| **Next meeting:** | May 15, Microsoft Teams |

1. **Review of Agenda**
   1. It was determined that this meeting was going to be used on getting training with Trello and to start planning for completing the SRS changes.
2. **Discussion**
   1. Anne proposed how we could use Trello and some Team members also offered some possible insights.
   2. We reviewed how Trello works and created a few cards to understand how to work with it as a team.
   3. We discussed responsibilities for the SRS and started discussing how to assign the final tasks.
   4. Discussed on some basic cards that could be added before the next meeting.
3. **Meeting wrap-up and last items**
   1. We agreed on using Anne’s Trello workflow, since she is overseeing the project.
   2. We all concluded that the Trello training from this meeting was enough to be able to move forward with the program tasks.
   3. We each took one to four tasks for the SRS, based on the instructors’ comments from last semester, and apparent complexity.
   4. We added cards to Trello and assign complexity scores to them. We also agreed on reviewing each other cards to verify completion and unit testing own code, to a level.

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| **Date of meeting**:  **Chairperson:**  **Present:** | May 15, 2022  ---  All team |
| **Next meeting:** | May 22, Microsoft Teams |

1. **Review of Agenda**
   1. This meeting was meant for reporting of the SRS task status, and to discuss current shortcomings or possible delays on the tasks.
2. **Discussion**
   1. We each presented current task status.
   2. We adjusted some card complexities (a few were underestimated)
   3. Anne used the last few minutes to review her Trello workflow.
3. **Meeting wrap-up and last items**
   1. We agreed on the complexity of the cards and planned on completing the last SRS reviews by the end of Saturdays.

**W3-4 SPRINT RESULTS**

How do I know when my job/task is done?

* We agreed as a teams that each completed task was to be reviewed by another team member, and it no issues needed to be corrected, then the task could be considered completed.
* My tasks we related to creating the workflows of the system, using state diagrams based on the primary audience of the project.

I do I prove that I completed the task?

* We could prove that the task was completed because it was added to the final version of the SRS after the review process.
* My state diagrams were added to delivered SRS document.

Can someone look at this? Please?

* All team cards were reviewed by other team members
* My cards were reviewed by other team members, and I reviewed other team members cards.

**Summary:**

As a team, we were able to deliver the SRS on a reasonable time to the customer. There were some considerable changes that needed to be made after we discovered some issues with the old requirements documents, but the customer was able to validate our assumptions before committing changes to our version of the SRS.

As a team, we struggled at first determining complexity scores and there were some differences on how long tasks could take, however, this was addressed as we met more often, we learned how to determine complexity based on experience and on doing some research before committing to a card.

I as a team member, learned more about sharing and helping on more complex tasks. I also learned more about the client’s expectations on this project after being able to dig deeper on the previous SRS and by confirm with the client some of the assumptions made on the previous document.