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

## Meeting Minutes and Sprint Results – Week 5-6 Sprint

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| **Date of meeting**:  **Chairperson:**  **Present:** | May 20, 2022  ---  All team |
| **Next meeting:** | May 15, Microsoft Teams |

1. **Review of Agenda**
   1. We dedicated this meeting to the planning and start of the SDD. Other items related to the team composition we also addressed.
2. **Discussion**
   1. Outline of the document was introduced.
   2. Discussion about the elements of SDD.
   3. Created sections of the SDD and assignment tasks.
   4. Talked about Trello and adjusting complexity level of card to allow the project manager to understand the workload.
3. **Meeting wrap-up and last items**
   1. Had Poker planning meeting to assign complexity.
   2. Assigned tasks for the sprint.
   3. The team structure was changed, team leads were discontinued.

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| **Date of meeting**:  **Chairperson:**  **Present:** | May 27, 2022  ---  All team |
| **Next meeting:** | May 22, Microsoft Teams |

1. **Review of Agenda**
   1. Wrap-up meeting of the SDD and some code development planning started.
2. **Discussion**
   1. Had another Poker planning session and created a few cards for next sprint.
   2. Status report from each team member about card completion.
   3. Determine how many more items needed to be review in order to complete the SDD.
   4. Discussed the development environment installation.
3. **Meeting wrap-up and last items**
   1. We assigned new cards for everyone on the team.
   2. Need complexity levels assigned to the cards.
   3. Trello was changed to simplify the workflow.
   4. Each team member agreed on installing the development environment by themselves but seek help if needed from other team members.

**W5-6 SPRINT RESULTS**

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

* Like the previous sprint, we agreed a team that each task completed 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 decomposition of the system, using visual diagrams to allow the next development team to understand the flow of data in the system.

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 SDD after the review process.
* My diagrams were added to delivered SDD 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 SDD on a reasonable time to the customer. We had to write the document from scratch, so it was a little bit of challenge as many previous assumptions needed to be validated against the current code and further corrections were needed to the SRS.

As a team, we did better at estimate the complexity of the stories, but the planning session took three times as long. On the other hand, this allowed us to better understand how to estimate future stories, and it was a good team building exercise. We also delivered the SDD a few days past the due date, but this was also related to questions still pending answers from the customer, customer was okay with the past due delivery.

I as a team member, I learned that the SDD is a vital component of any living software project, and that it should be maintained through the life of the project to avoid unnecessary rework on the code. We also started looking at the code in a deeper level and to make the necessary refactoring.