

Daily standup meeting minutes

Date: 1 August 2023

Attendance: Tom, Ledy, Ron, Anthony, Victoria, Dylan

Information/decisions made

1. Met up and introduced each other
2. Discussed strengths and weaknesses
3. Decided to start with the setup of Github projects board
4. Laid out a basic roadmap to create user stories and tasks
5. Ledy volunteered as scrum master

Action items

1. Setup the GitHub projects board - Ledy - Due 2 Aug 2023
2. Setup project structure on GitHub - Ron - Due 2 Aug 2023
3. Begin brainstorming major user stories - Everyone - Due 3 Aug 2023

Date: 2 August 2023

Apologies: Dylan

Attendance: Tom, Ledy, Ron, Anthony, Victoria

Information/decisions made

1. Completed the GitHub projects board setup.
2. Received feedback from the product owner on the draft user stories
3. Started writing out more detailed user stories and tasks.
4. Decided on the final format for the acceptance criteria

Action items

1. Continue working on all major user stories and tasks - everyone - Due 4 Aug 2023
2. Write acceptance criteria for missing stories - everyone Due 4 aug 2023

Date: 3 Aug 2023

Attendance: Tom, Ledy, Ron, Anthony, Victoria, Dylan

Information/decisions made

1. Major user stories and tasks have been listed out.
2. Initiated discussions on task estimations

Action items

1. Estimate the tasks' time and effort - everyone - Due 4 Aug 2023

Date: 4 Aug 2023

Attendance: Tom, Ledy, Ron, Anthony, Victoria, Dylan

Information/decisions made

1. Task estimations were completed - difficult ones were done on call in the meeting
2. Ledy started working on the product backlog
3. Only half of the acceptance criteria have been documented

Action items

1. Finish writing acceptance criteria for all remaining user stories - everyone - Due 8 Aug 2023
2. Complete the product backlog - Ledy - Due 8 Aug 2023

Date: 8 Aug 2023

Attendance: Tom, Ledy, Ron, Anthony, Victoria, Dylan

Information/decisions made

1. All acceptance criteria are now documented.
2. The product backlog has been mostly completed, not finalised yet

Action items

1. Create and begin the Introduction section of the SRS document - Anthony - Due 8 Aug 2023
2. Start on the Functional Requirements section of the SRS document - Victoria - Due 12 Aug 2023
3. Begin Non-Functional Requirements section - Dylan - Due 12 Aug 2023
4. Start researching FE and BE architecture - Thomas, Ron

5. Start wireframes - Ledy - Due 12 Aug 2023

Date: 9 Aug 2023

Attendance: Tom, Ledy, Ron, Anthony, Victoria, Dylan

Information/decisions made

1. Received feedback from product owner regarding finalised user stories and project plan
2. Work has begun for functional and non-functional requirements
3. Cleared up any ambiguities with each other

Action items

1. N/A

Date: 10 Aug 2023

Attendance: Tom, Ledy, Ron, Anthony, Victoria, Dylan

Information/decisions made

1. Good progress has been made by all team members over the last couple days for the SRS document work
2. Further discussed the wireframe diagram and design decisions

Action items

1. Start on the Assumptions and Constraints section of the SRS document - everyone - Due 12 Aug 2023

Date: 12 Aug 2023

Attendance: Tom, Ledy, Ron, Anthony, Victoria, Dylan

Information/decisions made

1. A start has been made on every section of the SRS document, we are on track and slightly ahead of schedule
2. Main wireframes were presented by Ledy, with some inputs from the team
3. Tom brought up the need for defining a clear front-end component architecture

4. Dylan volunteered to do data model work

Action items

1. Finalise wireframes - everyone - Due 16 Aug 2023
2. Research more and provide input on FE and BE architectures - everyone - Due 16 Aug
3. Draft up data model - Dylan - Due 16 Aug 2023
4. Brainstorm FE and BE dependencies - Tom and Ron - Due 18 Aug 2023

Date: 14 Aug 2023

Attendance: Tom, Ledy, Ron, Anthony, Victoria, Dylan

Information/decisions made

1. Everyone discussed front end component architecture ideas
2. Everyone reviewed and approved misc work

Action items

1. N/A

Date: 15 Aug 2023

Attendance: Tom, Ledy, Ron, Anthony, Victoria, Dylan

Information/decisions made

1. Wireframes were finalised and approved by the team
2. Ron presented a draft of BE architecture
3. Victoria and Anthony to review UI designs and FE architecture draft

Action items

1. Review UI and FE architecture - Vic and Anthony - Due 16 Aug 2023

Date: 16 Aug 2023

Attendance: Tom, Ledy, Ron, Anthony, Victoria, Dylan

Apologies: Anthony

Information/decisions made

1. Product owner checked over and approved of FE and BE architecture. Everything else including the backlog and user stories are approved as well
2. Dylan presented draft of the data model to the team and everyone discussed potential improvements
3. Some minor UI elements need to be touched up according to PO

Action items

1. Touch up UI elements - Ledy - Due 19 Aug 2023

Date: 18 Aug 2023

Attendance: Tom, Ledy, Ron, Anthony, Victoria, Dylan

Information/decisions made

1. Completed team retro - insightful discussions
2. UI element touch up is going well
3. SRS document is almost finished, ready for submission in a couple days
4. FE and BE dependencies completed - additions by other team members

Action items

1. Put together SRS document and submit - everyone - due 20 Aug 2023

Date: 19 Aug 2023

Attendance: Tom, Ledy, Ron, Anthony, Victoria, Dylan

Information/decisions made

1. Everything is finalised, just need to paste all work into a final draft SRS document

Action items

1. N/A