

# MEETING MINUTES 04

## PROJECT DEMONSTRATION 2

**Date:** 02 December 2021

**Time:** 1620 to 1640 hrs

### Attendees

Name	Meeting Roles	Agile Roles
Mr Daniel Tan	YOOZOO Supervisor/Client	
Prof Cao Qi	SIT Supervisor	
Josiah Tan Kai Ern	Meeting Chair	Product Owner
Ngo Wei An	Lead Demonstrator	Product Designer
Kenji Leong	Note Taker	Scrum Master
Ang Yi Fei	Note Taker	Developer
Sum Yuan Loong	Timer	QA Tester

### Agenda

1. User Story
2. Project Demonstration
3. Dependencies
4. Question and Answers
5. Next Deliverable
6. Project Progress
7. Meeting Outcome

## Next Meeting: Project Demonstration 3

20 January 2022 | Time: 1630 to 1700 hrs

Location: Microsoft Team

### Deliverables

1. Web application - Manage access, login token
2. Gitlab integration - linters and vulnerability scanning tools

#### Agenda Item 1: User Story

Time Allocated	2 minutes	Presenter
Action Item	Present user story to client	Kenji Leong
Conclusion	Client has no issue with user story	
Follow up Action	No follow up action required	

#### Agenda Item 2: Project Demonstration

Time Allocated	10 minutes	Presenter
Action Item	Present demonstration based on user story	Ngo Wei An
Conclusion	Client has no issue with the project demonstration	
Follow up Action	No follow up action required	

### Agenda Item 3: Dependencies

<b>Time Allocated</b>	2 minutes	<b>Presenter</b>
<b>Action Item</b>	Present dependencies used	Josiah Tan Kai Ern
<b>Conclusion</b>	Client has no issue with dependencies used	
<b>Follow up Action</b>	No follow up action required	

### Agenda Item 4: Questions and Answers

<b>Time Allocated</b>	5 minutes	<b>Presenter</b>
<b>Action Item</b>	<p>Questions</p> <ol style="list-style-type: none"><li>1. Can an operator create a task for himself? Answer:<ul style="list-style-type: none"><li>- Yes. Operators can do it themselves and bring it up to the project manager.</li></ul></li><li>2. On the developer tab, can they view issues only or will they be the same layout as the operator where they can see project-&gt;task-&gt;issue? Answer:<ul style="list-style-type: none"><li>- Yes. Developers can view issues.</li></ul></li><li>3. We are confused as to how kubernetes will be implemented here since gitlab runner will be executing the docker container? Answer:<ul style="list-style-type: none"><li>- Kubernetes is needed if you are running stateful applications within the docker container like databases.</li><li>- If the project has no need for such thing then kubernetes is not needed</li></ul></li></ol>	Josiah Tan Kai Ern, Sum Yuan Loong

<b>Follow up Action</b>	Rectify the issues based on what the client want	

#### Agenda Item 5: Next Deliverables

<b>Time Allocated</b>	3 minutes	<b>Presenter</b>
<b>Action Item</b>	Propose next deliverables and clarify with client Web application <ul style="list-style-type: none"> <li>- manage access module</li> <li>- login token authorization</li> </ul> Gitlab integration <ul style="list-style-type: none"> <li>- linters and vulnerability scanning tools</li> <li>- gitlab API integration to the back end</li> </ul>	Sum Yuan Loong
<b>Conclusion</b>	Client has no issue with the deliverables	
<b>Follow up Action</b>	We will proceed as planned	

#### Agenda Item 6: Project Progress

<b>Time Allocated</b>	1 minutes	<b>Presenter</b>
<b>Action Item</b>	Gantt chart to display our current progress	Ang Yi Fei
<b>Conclusion</b>	Understand current progress and make changes if required	
<b>Follow up Action</b>	No follow up action required	

## Agenda Item 7: Meeting Outcome

<b>Time Allocated</b>	3 minutes	<b>Presenter</b>
<b>Action Item</b>	Summaries the meeting outcome to ensure it aligns with what the client desired	Ang Yi Fei
<b>Conclusion</b>	The meeting outcomes aligns with what the client wants	
<b>Follow up Action</b>	Client is hoping to see docker container created for static code analysis which will be done during the holiday	

Taken by : Sum Yuan Loong

Vetted by : Ang Yi Fei

Approved by: Kenji Leong