MEETING MINUTES 05
PROJECT DEMONSTRATION 3

Date: 20 January 2022

Time: 1630 to 1700 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 and Q/A
   - Manage Access
   - Linter
   - Web hook
3. Next Deliverable
4. Project Progress
5. Meeting Outcome

Next Meeting: Project Demonstration 4

17 February 2022 | Time: 1630 to 1700 hrs

Location: Microsoft Team

Deliverables

1. Web application (Schedule and Report Module)
2. GitLab Integration (Vulnerability Scanning Tools and API Integration)

Agenda Item 1 :   User Story

Time Allocated	2 minutes	Presenter
Action Item	Present user story to client	Yi Fei
Conclusion	No issue	
Follow up Action	Nil	

Agenda Item 2 :   Project Demonstration - Manage Access and Front End Q/A

Time Allocated	10 minutes	Presenter
Action Item	Present demonstration based on user story	Josiah,Caden

Conclusion	Feedback
	
	   - Visuals can change, but not needed currently
	
	Question - Josiah
	
	1. In the report tab, do we need to have another column to allow the user to choose different branch
	   - Yes, another column for branches.
	
	2. When they click on the code analysis hover text to view the code analysis result, by default, it will show the latest commit and result but do we need to show	

	the previous commit result as well?
	- Show the latest commit
	
	3. How do we resolve status for Project, Task,Subtask?
	    - need operator to close, let operator close themself first
	    - The operator creates an issues, it has to come with a subtask and assign it to a developer
	    - operator can open task but not fix tasks
	    - operator open issues but cannot close it with the developer fixing the bug
	    - Admin can close without a commit tag
	
	Question - Caden
	1. When creating project, admin has to indicate the level/access right such as high, medium and low
	
	   e.g High (OH,DH can access), Medium (OM,DM can access), Low (OL,DL can access)
	    - yes
	
	2. Will new projects be created through our application or through Gitlab? Caden
	
	    - Don't create a new project
	    - convert it, when new project add new issues, do it automatically, create new issues in repository
	
	3. Will there be grouping of the users therefore the admin can only change the access right within the group? Caden
	
	   Eg. admin from department A can only manage access right for members in department A
	    - Yes admin A can only manage A, admin B can only manage B	

Follow up Action	- Need to conduct another meeting to clearly define terms used before next customer meeting	

	- role based security access, need more roles in database for testing (include departments)	

Agenda Item 2 :   Project Demonstration - Linters and Q/A

Time Allocated	10 minutes	**Presenter**
Action Item	Present demonstration based on user story	Yuan Loong
Conclusion	Question - Yuan Loong 1. Would the Static application security test SAST tools in gitlab be sufficient? 　　- Yes. It is sufficient 2. Do we need to containerise our application? Eg. Server, Database will run in 1 container each. 　　- Yes, if possible. In case need to manipulate docker	
Follow up Action	Nil	

Agenda Item 2 :   Project Demonstration - Webhook and Q/A

Time Allocated	10 minutes	**Presenter**
Action Item	Present demonstration based on user story	Kenji
Conclusion	Question - Kenji 1. Will the data retrieved from ngrok be sufficient? 　　- unlikely to need it, most of it is noise. put to know and put it for now (a place to store)	
Follow up Action	Nil	

Agenda Item 3 :   Next Deliverables

Time Allocated	3 minutes	Presenter

Action Item	Web application
	
	- Schedule module
	- Report module
	    - New page to show results from code analysis and vulnerability tools
	GitLab Integration
	
	- Vulnerability scanning tools
	- GitLab API integration to the backend
	    - Store webhook data into database
	- Gitlab commit id, project name, username
		Josiah

Conclusion	Client is okay with it	
Follow up Action	Nil	

Agenda Item 4 :   Project Progress

Time Allocated	1 minutes	Presenter
Action Item	Gantt chart to display our current progress	Josiah
Conclusion	Client is okay with it	
Follow up Action	Nil	

Agenda Item 5 :   Meeting Outcome

Time Allocated	3 minutes	**Presenter**
Action Item	Summaries the meeting outcome to ensure it aligns with what the client desired	Ang Yi Fei
Conclusion	Client is okay with it	
Follow up Action	Nil	

Taken by   :   Sum Yuan Loong

Vetted by   :   Ang Yi Fei

Approved by: Kenji Leong