Team Meeting Minutes & Status Update

# **Meeting #4**

Date: 13/09/2019

**Participants:**

* Dr Kevin Lee, supervisor, client
* Sean
* Bronte
* <>

**Agenda:**

* Summary
* Integration

**Action Items from Last Meeting (DD/MM/YYYY):**

* Work on the backend, to ensure it communicates with the GUI, Greg, INCOMPLETE
* Work on expanding the GUI, Greg, 16/09/2019, INCOMPLETE
* Create an initial GUI version, Bronte, Complete?
* Create backend receiving from web service, Sean and Greg, COMPLETE
* Store data in MongoDB, Sean, 13/09/2019, COMPLETE
* Have a simple working prototype, TEAM, 13/09/2019, INCOMPLETE

**Minutes:**

* Frontend
* Backend
* Control Device

**Decisions:**

* <>

**Action Items:**

* <>

# **Previous Meeting Minutes**

# **Meeting #3**

Date: 09/09/2019

**Participants:**

* Dr Kevin Lee, supervisor, client
* Greg McIntyre

**Agenda:**

* Summary
* Integration

**Action Items from Last Meeting (DD/MM/YYYY):**

* Create an Arduino concept passing data to web service, Greg, 9/02/2019

COMPLETE, mosquitto and cloudMQTT versions available

* Create an initial GUI version, Bronte, 9/02/2019

UNKNOWN, waiting on member feedback

* Create simple backend receiving from web service, Sean and Greg, 9/02/2019

INCOMPLETE, Simple subscribe created, need to put into local variables. mongoDB created.

* Have a simple working prototype, TEAM, 9/02/2019

INCOMPLETE, backend is not communicating with GUI, GUI is not pushed to git for team to work on.

**Minutes:**

* Summary, recap of progress. Limiting factors.
* Team learning React.js for the UI development
* Slight slowdown in progress, integration of individual components required
* Integration, for single prototype

**Decisions:**

* Team meeting required to get everyone on the same page.
* Next meeting Friday, 5pm.

**Action Items:**

* Work on the backend, to ensure it communicates with the GUI, Greg, 16/02/2019
* Work on expanding the GUI, Greg, 16/02/2019
* Create an initial GUI version, Bronte, 9/02/2019
* Create simple backend receiving from web service, Sean and Greg, 9/02/2019
* Have a simple working prototype, TEAM, 9/02/2019

Sprint Increment Report

**Client/Sponsor:**

**Academic Supervisor:**

**Team:** *Kelp the World*

**Team Members:**

* Bronte Jurgens
* Greg McIntyre
* Sean Pain

Dear *Dr Lee,*

We look forward to reporting the progress of this sprint. We have captured the following points to update you on how things are going and if we have encountered any hurdles in our execution.

This recent sprint focused on researching current technologies for the best implementation of this prototype and the coming sprint will focus on *development.*

**Outcome(s) of this Sprint:**

* Working Backend
* Developed Control Device, Prototype Photos to follow

**Activities this Sprint:**

* Integration
* Backend dev

**Activities that will occur next Sprint:**

* Ui development

**Proposed amendments to Scope:**

* <>

Please let us know if you have any questions.

Sincerely,

*Kelp the World*

Sprint Retrospective

**Things the team will START doing:**

* Pushing to git more efficiently
* Recording README.md information for documentation

**Things the team will CONTINUE doing:**

* Communication, documentation of progress
* Development or project, making and pushing to GitHub
* Recording of work, including hourly status updates of progress
* Prepare weekly meeting documentation earlier to make meetings more efficient

**Things the team will STOP doing:**

* nil