

COMP 3111: Software Engineering

Minutes of the 2nd Project Scrum Meeting

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Date: March 8, 2018
Time: 14:00
Place: LG4-17
Attending: Chan Wing Kin, Chung Yuen Ting, Michael Frost
Absent: N/A
Recorder: Michael Frost

1. Report on progress during the past week

Name	Tasks worked on in the past week	Total hours
Chan Wing Kin	Came up with a list of use cases to discuss elaborating formally	1
Chung Yuen Ting	Created a UML class list	1
Michael Frost	Created a Gantt chart template and filed with initial project goals	2

2. Discussion of impediments and resolution

After reviewing documentation further we continue to have questions about the UML diagram class simplicity, Wing will draft a set of questions to ask the TA with clarifications.

Concerns on how to collaborate most effectively between meetings, we decided to upload temporary documents to a Google Drive so everyone can view documents simultaneously and contribute.

3. Goals for the coming week

Name	Tasks that will be worked on in the coming week
Chan Wing Kin	Will formalize the use cases into one of the formats seen in class, and send a set of questions to the TA
Chung Yuen Ting	Will create formal UML diagrams and aid Wing in formalizing use cases
Michael Frost	Will update initial Gantt chart with discussed changes to schedule and aid Wing in formalizing use cases
Everyone	Offer input to the public work of others

4. Meeting adjournment and next meeting

The meeting was adjourned at 15:52. The next meeting will take place on March 13, 2018 at 15:00.