Meeting Minutes

Weekly Meeting with Team/Supervisor

Meeting No: 1

Meeting Details

Date:	28/7/2023
Venue:	RMIT
Attendees:	Ethan Herpich (s3935413) Charles Earnshaw (s3943382) Vladislava Simakov (s3910159) Vincent Daniele (s3780417)
Apologies:	N/A

Information / Decisions

No.	Item
1	Discussion of who is going to be Product Owner.
2	Discussion of who is going to be Scrum Master.
3	Read through the initial assignment spec as a team and discussed strategy for Sprint 0.

Action Items

No.	Item	Who	By
1	Scrum Master was decided.	Charles	Immediately
2			

Meeting Minutes

Weekly Meeting with Team/Supervisor

Meeting No: 2

Meeting Details

Date:	4/8/2023
Venue:	RMIT
Attendees:	Issa Chanzi (s3783615) Charles Earnshaw (s3943382) Vladislava Simakov (s3910159) Vincent Daniele (s3780417)
Apologies:	Ethan Herpich (s3935413)

Information / Decisions

No.	Item
1	Issa was formally welcomed into the group.
2	Functional and Non-Functional components of the website proposed were discussed, specifically the features that were necessary and items to be top of the product backlog.
3	Issa displayed some initial user stories and how they would fit into the vision of the project as specified by the assignment specification.
4	The team discussed whether database functionality would be extended to store user data as well as the product catalogue, general consensus was in favour of doing so.
5	The product owner (Najam) was consulted on specifics regarding the delivery of products from the website - agreed that the items would be delivered from one supermarket instead of different items from many supermarkets.

Action Items

No.	Item	Who	By
1	Setup github repo and projects in preparation for Sprint 0 finalisation.	Charles	9/8/2023
2	Design system architecture with diagrams.	Vladislava	20/8/2023
3	Wireframe design/UI design.	Issa	20/8/2023

Meeting Minutes

Weekly Meeting with Team

Meeting No: 3

Meeting Details

Date:	9/8/2023
Venue:	Microsoft Teams
Attendees:	Ethan Herpich (s3935413) Issa Chanzi (s3783615) Charles Earnshaw (s3943382) Vladislava Simakov (s3910159)
Apologies:	Vincent Daniele (s3780417)

Information / Decisions

No.	Item
1	Client informed the Team that the User Stories needed further refining, specifically creating measurable and specific user stories.

Action Items

No.	Item	Who	By
1	Refine User Stories	Team	11/8/2023

Meeting Minutes

Weekly Meeting with Team/Supervisor

Meeting No: 4

Meeting Details

Date:	11/8/2023
Venue:	RMIT
Attendees:	Ethan Herpich (s3935413) Issa Chanzi (s3783615) Charles Earnshaw (s3943382) Vladislava Simakov (s3910159)
Apologies:	Vincent Daniele (s3780417)

Information / Decisions

No.	Item
1	Team discussed the updated user stories and if any further work was needed on them.
2	

Action Items

No.	Item	Who	By

Meeting Minutes

Weekly Meeting with Team

Meeting No: 5

Meeting Details

Date:	16/8/2023
Venue:	Microsoft Teams
Attendees:	Ethan Herpich (s3935413) Issa Chanzi (s3783615) Charles Earnshaw (s3943382) Vladislava Simakov (s3910159) Vincent Daniele (s3780417)
Apologies:	N/A

Information / Decisions

No.	Item
1	Team went through the current iteration of the SRS document and discussed what needs to be done before our next meeting with the product owner.
2	Issa proposed questions for the product owner in regards to the product backlog and the inconsistency of the assignment specification.
3	
4	
5	

Action Items

No.	Item	Who	By
1	Checking and finalisation of current user stories.	Ethan	20/8/2023
2	SRS Document - Introduction, Functional Requirements, Acceptance Criteria	Charles	20/8/2023
3	SRS Document - Non-Functional Requirements	Vincent	20/8/2023
4	SRS Document - System Architecture, Dependencies	Vladislava	20/8/2023
5	SRS Document - Use Cases, Data Model	Issa	20/8/2023

Meeting Minutes

Weekly Meeting with Team/Supervisor

Meeting No: 6

Meeting Details

Date:	18/8/2023
Venue:	RMIT
Attendees:	Ethan Herpich (s3935413) Issa Chanzi (s3783615) Charles Earnshaw (s3943382) Vladislava Simakov (s3910159) Vincent Daniele (s3780417)
Apologies:	N/A

Information / Decisions

No.	Item
1	Issa presented a finished data model and some discussion was made about certain features.
2	Ethan presented a "must, could, should" system for product backlog priority system.
3	Asked questions to the product owner as discussed in the previous meeting regarding the SRS document, expected Milestone 1 requirements and product backlog.
4	The team decided to maintain the product backlog on the Github projects board instead of creating a separate document to be attached to the SRS document.
5	Individual meetings with Najam to discuss contributions to Sprint 0.

Action Items

No.	Item	Who	By
1			
2			
3			
4			
5			

Meeting Minutes

Weekly Meeting with Team

Meeting No: 7

Meeting Details

Date:	19/8/2023
Venue:	Microsoft Teams
Attendees:	Ethan Herpich (s3935413) Issa Chanzi (s3783615) Charles Earnshaw (s3943382)
Apologies:	Vladislava Simakov (s3910159) Vincent Daniele (s3780417)

Information / Decisions

No.	Item
1.	Team assigned priority to each of the user stories using scrum poker
2	Scrum Master (Issa) ensured the Team was working on individual sections of the SRS document for Milestone 1.
3	Team discussed planning for Sprint 1.

Action Items

No.	Item	Who	By

Meeting Minutes

Weekly Meeting with Team

Meeting No: 8

Meeting Details

Date:	20/8/2023
Venue:	Microsoft Teams
Attendees:	Ethan Herpich (s3935413) Issa Chanzi (s3783615) Charles Earnshaw (s3943382) Vladislava Simakov (s3910159) Vincent Daniele (s3780417)
Apologies:	N/A

Information / Decisions

No.	Item
1	Team went through the initial iteration of the SRS document and made any final changes before submission for Milestone 1.
2	Product owner (Charles) decided to postpone work on External Interfaces till a later date and moved it to the backlog.
3	
4	

Action Items

No.	Item	Who	By
1	Contribution videos to be recorded and uploaded	Team	20/8/2023

Weekly Meeting with Team

Meeting No: 9

Meeting Details

Date:	23/8/2023
Venue:	Microsoft Teams
Attendees:	Ethan Herpich (s3935413) Issa Chanzi (s3783615) Charles Earnshaw (s3943382) Vladislava Simakov (s3910159) Vincent Daniele (s3780417)
Apologies:	

Information / Decisions

No.	Item
1	Discussed plans and frameworks to tackle the project
2	Talked about moving the SRS and meeting minutes to the git repository
3	Vaguely planned things to do on Friday

Action Items

No.	Item	Who	By
1	Transfer meeting minutes to markdown		25/08
2	Test out converting SRS to markdown		25/08

Weekly Meeting with Team

Meeting No: 10

Meeting Details

Date:	25/8/2023
Venue:	RMIT
Attendees:	Issa Chanzi (s3783615) Vincent Daniele (s3780417) Charles Earnshaw (s3943382)
Apologies:	Vladislava Simakov (s3910159) Ethan Herpich (s3935413)

Information / Decisions

No.	Item
1	Issa presented an initial skeleton for the home page, built with React and Typescript (TSX).
2	Team decided to keep any tasks related to checkout and delivery till the end of the application development as "could"s in the product backlog.
3	

Action Items

No.	Item	Who	By
1	Organise task distribution.	Team	2/9/2023
2			
3			

Weekly Meeting with Team

Meeting No: 11

Meeting Details

Date:	11/9/2023
Venue:	RMIT
Attendees:	Issa Chanzi (s3783615) Vincent Daniele (s3780417) Charles Earnshaw (s3943382) Vladislava Simakov (s3910159) Ethan Herpich (s3935413)
Apologies:	

Information / Decisions

No.	Item
1	Issa introduced his work so far on implementing hibernate as back-end/database tool.
2	Team decided on approach to divide user stories, each individual will self regulate, assigning themselves tasks, working at it at there own speed, and raising awareness of any issues they have to the group.
3	Issa demonstrated how to run skeleton code of application setup.

Action Items

No.	Item	Who	By
1	Team members to assign themselves stories and begin working on them.	Team	12/9/2023
2	Team to have a minimum viable product to present to stakeholders that 'allows for comparison between different products'.	Team	17/9/2023
3			

Friday Meeting

Meeting No: 12

Meeting Details

Date:	15/9/2023
Venue:	RMIT
Attendees:	Vincent Daniele (s3780417) Charles Earnshaw (s3943382) Vladislava Simakov (s3910159) Ethan Herpich (s3935413)
Apologies:	Issa Chanzi (s3783615)

Information / Decisions

No.	Item
1	Team discussed how to get front end working
2	Team attempted to get the database working
3	

Action Items

No.	Item	Who	By
1	Get database working	Team	
2	Get the bare minimum requirements according to the projects board done	Team	15/09/2023
3			

Sunday Meeting

Meeting No: 13

Meeting Details

Date:	17/9/2023
Venue:	RMIT
Attendees:	Vincent Daniele (s3780417) Charles Earnshaw (s3943382) Vladislava Simakov (s3910159) Ethan Herpich (s3935413) Issa Chanzi (s3783615)
Apologies:	

Information / Decisions

No.	Item
1	Frontend and backend are now working
2	Functionality has been implemented
3	

Action Items

No.	Item	Who	By
1	Get the bare minimum requirements according to the projects board done	Team	End of day
2	Integrate frontend with backend using docker	Team	End of day
3			

Wednesday Meeting

Meeting No: 14

Meeting Details

Date:	4/10/2023
Venue:	RMIT
Attendees:	Vincent Daniele (s3780417) Charles Earnshaw (s3943382) Vladislava Simakov (s3910159) Ethan Herpich (s3935413) Issa Chanzi (s3783615)
Apologies:	

Information / Decisions

No.	Item
1	Final Milestone musts and coulds presented by Charles to be done before submission.
2	MySQL decided as final database for submission, must be implemented by submission.
3	Last user stories distributed between team members.

Action Items

No.	Item	Who	By
1	Finish SRS document	Charles	8/10/2023
2	Implement docker compose and MySQL	Vladislava	
3			