

# 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