

## Meeting 3

**Date/Time:** 10/06/2024, 7:00pm - 7:45pm

**Week:** 3

**Attendees:** Everyone

**Note-taker:** Tara

### Agenda

Item	Discussion
Follow up on stand up responses	When a stand up has been posted, plan to respond in a timely manner
Discuss issue board	Setting up our team issue board. Relevant lists & labels were created for each board. Create an issue, when starting implementation and writing tests. Move issue along as further progress is made
Discuss what counts as a 'feature'	Feature is a function. Therefore, each feature gets its own dedicated branch.
Assign functions	Distribute functions equally amongst each member. Discuss which functions are needed first and distribute 'matching' functions. Created a table which details the distribution of the functions
Transfer data.md info to datastore.js	The transferring process will be assigned to a member that is not doing three functions, as this process is of similar workload to writing a function. Edit current data.md to resemble the given example file. Assigned to Sarah.
Agree on a deadline for iteration 1 (before final due date)	<u>Iteration 1 due 21/06/2024.</u> <u>Finish all:</u> Wednesday (19/06/2024) <u>Important functions (highlighted):</u> finish by Wednesday (12/06/2024)
Merge requests - Agree on a standard for how detailed merge requests should be before approval	Taking more time to review each request. Adding comments for improvements and screenshots of testing
Testing	Creating an umbrella file, e.g. data.test.js, where the tests will go for the iteration. Use knowledge gained from lab03

### Action Items

- Complete assigned functions:

Person	Function
Himayal	adminAuthRegister, adminUserDetails, adminAuthLogin
Haleemah	adminQuizRemove, adminQuizList
Sarah	adminQuizCreate, adminUserDetailsUpdate
Tara	Clear, adminUserPasswordUpdate
Sameera	adminQuizInfo, adminQuizNameUpdate, adminQuizDescriptionUpdate

- Pick pre-discussed time for presentation on 11/06/2024 (12:10 - 12:20 pm Tues Wk11)
- Clarify with tutor about marking criteria
  - “including at least one scenario where you were the leader of the meeting and took the minutes/notes for that meeting.”
- Continue doing stand ups in Teams, posting one every two-three days