Meeting Minutes

Weekly Meeting with Supervisor

Meeting No: Week 3 Meet 1

Meeting Details

Date:	06/08/2024
Duration	15 minutes
Venue:	Building 56.4.86-89
Attendees:	Ashmit Sachan Preeti Goel Kaiyang Zheng
Apologies:	N/A as we had only 3 members at this stage

Information / Decisions

No.	Item
1.	First Team Meeting
2.	Learnt how to create a project board
3.	Understood from the tutor that we had to make user stories and epics as issues and correlate them
4.	Discussed application and the custom feature and main features
5.	Decided on who would be creating user stories for which functionality

Action Items

No.	Item	Who	By
1.	Created User Stories	Whole Team	Whole Team
2.	Created Epics	Whole team	Whole Team
3.	Created the repository and project board	Whole Team	Whole Team
4.	Standup with the Product Owner	Whole Team	Whole Team

Meeting Minutes

Meeting No: Week 3 Meet 2

Meeting Details

Date:	08/08/2024
Duration	1 hour 9 min 30 sec
Venue:	MS Teams
Attendees:	Ashmit Sachan Preeti Goel Kaiyang Zheng
Apologies:	N/A as we had only 3 members at this stage

Information / Decisions

No.	Item
1.	Update user stories according to the template
2.	Add labels connecting epics to user stories
3.	Added new team member

Action Items

No.	Item	Who	By
1	Update user stories according to the template	Whole team	Whole team
2	Add labels to connect epics with user stories	Whole team	Whole team

Meeting Minutes

Weekly Meeting with Supervisor

Meeting No: Week 4 Meet 1

Meeting Details

Date:	13/08/2024
Duration	15 minutes
Venue:	Building 56.4.86-89
Attendees:	Ashmit Sachan Preeti Goel Kaiyang Zheng Aphisith Siphaxay
Apologies:	N/A as we had only 4 members at this stage

Information / Decisions

No.	Item
1.	Started with SRS Document
2.	Set-up Project Board
3.	Introduced new members to the current state of the Application Setup

Action Items

No.	Item	Who	By
1.	Practised Advanced GitHub commands	Whole team	Whole team
2.	Standup with the Product Owner	Whole team	Whole team

Meeting Minutes

Weekly Meeting with Supervisor

Meeting No: Week 4 Meet 2

Meeting Details

Date:	19/08/2024
Duration	15 minutes
Venue:	MS Teams
Attendees:	Ashmit Sachan Preeti Goel Kaiyang Zheng Aphisith Siphaxay
Apologies:	N/A as we had only 4 members at this stage

Information / Decisions

No.	Item
1.	Updated SRS Document
2.	Started Wireframing
3.	Started System Architecture
4.	Discussion on User Story Testing

Action Items

No.	Item	Who	By
1.	Created User Story Descriptions	Whole team	Whole team
2.	Updated GitHub Project Board: *Setup Sprint Boards*	Whole team	Whole team
3.	First Iteration of Ststem Architecture	Whole team	Whole team

Meeting Minutes

Weekly Meeting with Supervisor

Meeting No: Week 5 Meet 1

Meeting Details

Date:	20/08/2024
Duration	15 minutes
Venue:	Building 56.4.86-89
Attendees:	Ashmit Sachan Preeti Goel Kaiyang Zheng Aphisith Siphaxay Kai Hei Kong Henry Van Toledo
Apologies:	N/A

Information / Decisions

No.	Item
1.	Started Discussion on Making Task
2.	Introduction to current progress for 2 new team members

Action Items

No.	Item	Who	By
1.	Standup with the Product Owner	Whole team	Whole team
2.	Make Tasks for all user Stories	Ashmit	Ashmit

Meeting Minutes

Weekly Meeting with Team

Meeting No: Week 5 Meet 2

Meeting Details

Date:	20/08/2024
Duration	42 minutes 38 seconds
Venue:	MS Teams
Attendees:	Ashmit Sachan Preeti Goel Kai Hei Kong
Apologies:	Henry Van Toledo Kaiyang Zheng Aphisith Siphaxay

Information / Decisions

No.	Item

Action Items

No.	Item	Who	By
1.	Assigned Iterations to Stories		
2.	Assigned Tasks to Stories		

Meeting Minutes

Weekly Meeting with Supervisor/Team

Meeting No: Week 5 Meet 3

Meeting Details

Date:	23/08/2024
Duration	30 minutes 37 seconds
Venue:	MS Teams
Attendees:	Ashmit Sachan Preeti Goel Kaiyang Zheng
Apologies:	Aphisith Siphaxay Kai Hei Kong Henry Van Toledo

Information / Decisions

No.	Item
1.	Set Meetings for the Next Day
2.	Collected data for remaining Tasks

Action Items

No.	Item	Who	By
1.	Completed Project Board Items		
2.	Completed SRS Document		
3.	Completed Architecture Diagram		
4.	Completed Product Function and Product Perspective Diagram		
5.	Added documents to GitHub (docs/Milestone_1)		

Meeting Minutes

Weekly Meeting with Supervisor/Team

Meeting No: Week 5 Meet 4

Meeting Details

Date:	24/08/2024
Duration	2 hours 50 minutes 30 seconds
Venue:	MS Teams
Attendees:	Ashmit Sachan Preeti Goel Kaiyang Zheng Aphisith Siphaxay Kai Hei Kong Henry Van Toledo
Apologies:	N/A

Information / Decisions

No.	Item
1	Effort number for tasks had to be on consensus of whole team
2	The cumulative effort number a person gets shows how much they have contributed to the project
3	AR Document should be reflective of the notes in the SRS Document

Action Items

No.	Item	Who	By
1	Assign effort number to tasks	Attendees	Attendees
2	Assign tasks to their sprints	Attendees	Ashmit Sachan
3	Discuss sprint notes - retro and planning	Attendees	Preeti Goel
4	Edit SRS UI Section	Preeti Goel	Kaiyang Zheng
5	Do the AR Document	Atendees	Henry Van Toledo

Meeting Minutes

Weekly Meeting with Supervisor/Team

Meeting No: Week 5 Meet 5

Meeting Details

Date:	25/08/2024
Duration	1 hour 20 minutes
Venue:	MS Teams
Attendees:	Ashmit Sachan Preeti Goel Kai Hei Kong Henry Van Toledo
Apologies:	Kaiyang Zheng Aphisith Siphaxay

Information / Decisions

No.	Item
1	Assign user Stories for Sprint 1
2	Review Sprint notes and thought it was good
3	Review meeting minutes and edited
4	Review and final edit of SRS document to see we were happy with it

Action Items

No.	Item	Who	By
1	Review final SRS Document	Attendees	Whole Team
2	Review Sprint notes	Attendees	Preeti Goel
3	Review meeting minutes	Attendees	Ashmit Sachan
4	Assign user stories for Sprint 1	Attendees	Whole Team
5	Upload everything for Milestone 1 Submission	Atendees	Preeti Goel
6	Do the User Resource for Sprint 0	Atendees	Ashmit Sachan