

SPRINT 2 - MILESTONE 3

Meeting Minutes

Weekly Meeting with Supervisor/Team

Meeting No: Week 9 Meet 1

Meeting Details

Date:	24/09/2024
Duration	1 hour 20 minutes
Venue:	RMIT Tutorial
Attendees:	Kai, Kaiyang, Ashmit
Apologies:	Henry, Preeti, Andy

Information / Decisions

No.	Item
1	Updates on current progress
2	Sprint 2 planning
3	Showing application functionality
4	

Action Items

No.	Item	Who	By
1	Update your github project board	Whole Team	Whole Team
2	Complete the spark plus review	Whole Team	Whole Team

Meeting Minutes

Team Standup

Meeting No: Week 9 Meet 2

Meeting Details

Date:	26/09/2024
Duration	1 hour
Venue:	MS Teams
Attendees:	Kai, Kaiyang, Ashmit, Preeti, Andy
Apologies:	Henry

Information / Decisions

No.	Item
1	Updates on current progress
2	Sprint 2 planning - who is doing what exactly and how
3	How to update SRS Document
4	List of to do items for final sprint before submission
5	Kaiyang - work on prescriptions, Henry - notifications, Ashmit - Vet side of appointments and completing appointment management, Andy and Kai - User onboarding and tooltips Preeti - Setup CI/CD pipeline, Setup test report run, Setup vet login, signup, Do Scrum meeting notes, complete vet side of medical records, setup vet login signup dashboard

Action Items

No.	Item	Who	By
1	Update your github project board	Whole Team	Whole Team
2	Complete functionality ygiven for sprint	Whole Team	Whole Team
3	Write your tests and make sure they pass pipeline	Whole Team	Whole Team

Meeting Minutes

Team Standup

Meeting No: Week 10 Meet 1

Meeting Details

Date:	01/10/2024
Duration	2 hour
Venue:	RMIT Tutorial
Attendees:	Preeti, Ashmit
Apologies:	Henry, Kaiyang, Andy, Kai

Information / Decisions

No.	Item
1	Updates on current progress
2	Discussed more about how to go about with vet appointment and medical records
3	How to not create dependency with prescriptions
4	A need for more tests and whole vet side setup and ci/cd setup

Action Items

No.	Item	Who	By
1	CI/CD setup	Preeti	Preeti
2	Vet Model and data setup	Ashmit	Ashmit
3	Vet login and sign up setup	Preeti	Preeti
4	Vet Dashboard and home ui improvement	Preeti	Preeti
5	Get in touch with Kaiyang more and try to help her out	Ashmit	Ashmit

Meeting Minutes

Team Standup

Meeting No: Week 10 Meet 2

Meeting Details

Date:	01/10/2024
Duration	1 hour
Venue:	After Tuesday Lectorial
Attendees:	Preeti, Ashmit
Apologies:	Henry, Kaiyang, Andy, Kai

Information / Decisions

No.	Item
1	How to setup vet appointment and medical records discussion
2	ci/cd made better to also cover surefire reports and code coverage report
3	How to further divide work for this sprint
4	How to write better tests

Action Items

No.	Item	Who	By
1	Setup vet appointment	Ashmit	Ashmit
2	Setup Vet manage medical records with forms	Preeti	Preeti
3	Connect upload medical records with appointment iteslef	Preeti	Preeti
4	Folloe Lectorial code on how to setup code coverage and surefire reports	Preeti	Preeti
5			

Meeting Minutes

Team Standup with Project Manager

Meeting No: Week 11 Meet 1

Meeting Details

Date:	08/10/2024
Duration	2 hour
Venue:	RMIT Tutorial
Attendees:	Preeti, Ashmit, Henry, Kaiyang, Andy, Kai
Apologies:	None

Information / Decisions

No.	Item
1	Updates on current progress
2	Displayed all current implementation to the project manager
3	Prescription is now being done together by Kaiyang and Kai as per Project Manager's instructions
4	CI Build needs to have multiple displays shown
5	AWS needs to be setup in CI/CD
6	Project board was updated and up to speed

Action Items

No.	Item	Who	By
1	CI Build needs to have multiple displays shown	Ashmit and Preeti	Ashmit and Preeti
2	Work alot on prescription side both vet and user, refills	Kai and Kaiyang	Kai and Kaiyang
3	AWS needs to be setup in CI/CD	Ashmit and Preeti	Ashmit and Preeti
4	Keep updating project board	Whole Team	Whoel Team
5	Pet Profile Settings need to be made better as per team suggestions	Henry	Henry

Meeting Minutes

Team Standup - Sprint Retrospective

Meeting No: Week 11 Meet 2

Meeting Details

Date:	10/10/2024
Duration	2 hour
Venue:	MS Teams
Attendees:	Preeti, Ashmit, Henry, Kaiyang, Andy, Kai
Apologies:	None

Information / Decisions

No.	Item
1	Updates on current progress
2	Looked at prescriptions and where it is currently at and suggested improvements
3	Took feedback from team members on how the sprint went and their views on how it could have gone better and what they learnt

Action Items

No.	Item	Who	By
1	Update vet side of prescriptions	Kai	Kai
2	Update meeting notes for Sprint 2	Preeti	Preeti
3	Futher update project board and put stories and tasks on done	Whole Team	Whole Team
4	Complete all submissions preferably by Saturday and update on progress, update SRS, make final pushes	Whole Team	Whole Team