

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 1

### Meeting Details

Date:	06/08/2024
Venue:	On Campus (RMIT)
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	First Meeting
2	Get to know each other and discuss cross functional skills (strengths and area of expertise)
3	Discuss goals towards the course

### Action Items

No.	Item	Who	By
1	Set up next meeting location and time	Farahan	08/08/2024
2	Read Milestone 1 Specifications	Everyone	08/08/2024
3	Create shared Microsoft teams and OneNote	Yifan	08/08/2024
4	Create Project repository on GitHub and invite team	Abdullah	08/08/2024

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 2

### Meeting Details

Date:	08/08/2024
Venue:	On Campus (RMIT)
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Milestone 1 Specifications is understood now
2	Microsoft teams for communication, OneNote for shared documentation
3	Group repository is created on GitHub

### Action Items

No.	Item	Who	By
1	Read about Scrum Agile Methodology from lecture	Everyone	09/08/2024
2	Join group repository (make sure using school email)	Everyone	09/08/2024

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 3

### Meeting Details

Date:	09/08/2024
Venue:	On Campus (RMIT)
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Scrum agile method is understood
2	All group members are in the group repository on GitHub
3	Look into definition of done for the user stories

### Action Items

No.	Item	Who	By
1	Practice user story creation (3 each)	Everyone	11/08/2024
2	Practice acceptance criteria creation (5 for each user story)	Everyone	11/08/2024

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 4

### Meeting Details

Date:	11/08/2024
Venue:	On Campus (RMIT)
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
	Need to start creating project backboard
	Overview of Milestone submission
	Prepare for Sprint 1

### Action Items

No.	Item	Who	By
1	Create Project backlog on GitHub Projects	Shreyas	13/08/2024
2	Transfer user stories to product backlog	Everyone	13/08/2024

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 5

### Meeting Details

Date:	13/08/2024
Venue:	Microsoft Teams
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Look into project structure
2	Select 15 User stories from the OneNote
3	Discuss difficulty of user stories
4	User stories must be put on the backlog project outline
5	Fix up acceptance criteria for user stories

### Action Items

No.	Item	Who	By
1	initialise project structure	Shreyas	14/08/2024
2	Select 15 User stories for sprint 1	dris	14/08/2024
3	Determine difficulty of user stories	Abdullah	14/08/2024
4	Upload user stories onto project product backlog	Mohammed	14/08/2024
5	Book meeting room for next meeting	dris	14/08/2024
6	Fix up acceptance criteria for user stories found in OneNote	Yifan	14/08/2024

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 6

### Meeting Details

Date:	14/08/2024
Venue:	On Campus (RMIT)
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Go over project specification and break down project into epics and user stories
2	Start drafting architectural diagrams
3	Sketch what the UI might look like
4	Start with the SRS document

### Action Items

No.	Item	Who	By
	Create epics and assign the user stories to them	Idris	15/08/2024
	Create definition of Done	Mohammed	15/08/2024
	Introduction for SRS document	Yifan	15/08/2024
	Architectural diagram	Abdullah	15/08/2024
	Non-Functional Requirements and Other Requirements for SRS document	Shreyas	15/08/2024
	Test Cases for user stories	Farahan	15/08/2024

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 7

### Meeting Details

Date:	15/08/2024
Venue:	On Campus (RMIT)
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Discuss the architectural diagram
2	Discuss the approach to certain user stories
3	UI design feedback and contribution
4	Continue with SRS document

### Action Items

No.	Item	Who	By
1	Modify the Architectural design and UI layout	Abdullah	16/08/2024
2	Functional requirements for SRS Document	Shreyas	16/08/2024
3	Update project board	Yifan	16/08/2024
4	Modify and continue with test cases	Farahan	16/08/2024
5	Modify definition of done	Mohammed	16/08/2024

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 8

### Meeting Details

Date:	16/08/2024
Venue:	On Campus (RMIT)
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Discuss the architectural diagram even further
2	Discuss the approach to certain user stories and story points
3	UI design feedback and contribution
4	Continue with SRS document sections

### Action Items

No.	Item	Who	By
1	Modify the Architectural design and UI layout for the landing page	Abdullah	21/08/2024
2	Finish the functional requirements for SRS Document	Shreyas	21/08/2024
3	Update project board	Yifan	21/08/2024
4	Modify and continue with test cases and add Miro board to the Teams group	Farahan	21/08/2024
5	Modify definition of done	Mohammed	21/08/2024



# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 9

### Meeting Details

Date:	21/08/2024
Venue:	On Campus (RMIT)
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Start working on UI layout for Key features
2	Look at Submission content and what is required to submit
3	Continue working on SRS document

### Action Items

No.	Item	Who	By
1	Continue working on SRS document	Shreyas	22/08/2024
2	Start working on Ui layout for key feature 1	Mohammed	22/08/2024
3	Start working on Ui layout for key feature 2	Idris	22/08/2024
4	Start working on Ui layout for key feature 3	Farahan	22/08/2024
5	Start working on Ui layout for key feature 4	Yifan	22/08/2024
6	Start working on Ui layout for key feature 5	Abdullah	22/08/2024

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 10

### Meeting Details

Date:	22/08/2024
Venue:	On Campus (RMIT)
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Start working on UI layout and finish the architectural diagram for Key features
2	Look at Submission content and what is required to submit
3	Continue working on SRS document

### Action Items

No.	Item	Who	By
1	Start on Overall Description section of the SRS document	Shreyas	24/08/2024
2	Continue working on Ui layout for key feature 1	Mohammed	24/08/2024
3	Continue working on Ui layout for key feature 2	Idris	24/08/2024
4	Continue working on Ui layout for key feature 3	Farahan	24/08/2024
5	Continue working on Ui layout for key feature 4	Yifan	24/08/2024
6	Continue working on Ui layout for key feature 5 and complete the architectural diagram	Abdullah	24/08/2024

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 11

### Meeting Details

Date:	24/08/2024
Venue:	Microsoft Teams
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Farahan
Apologies:	Mohammed

### Information / Decisions

No.	Item
1	Continue working on UI layout for Key features
2	Look at Submission content and what is required to submit
3	Continue working on SRS document

### Action Items

No.	Item	Who	By
1	Finish working on the Overall Description of the SRS document	Shreyas	25/08/2024
2	Continue working on Ui layout for key feature 1	Mohammed	25/08/2024
3	Continue working on Ui layout for key feature 2	Idris	25/08/2024
4	Continue working on Ui layout for key feature 3	Farahan	25/08/2024
5	Continue working on Ui layout for key feature 4	Yifan	25/08/2024
6	Continue working on Ui layout for key feature 5	Abdullah	25/08/2024

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 12

### Meeting Details

Date:	25/08/2024
Venue:	Microsoft Teams
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Farahan
Apologies:	Mohammed

### Information / Decisions

No.	Item
1	Complete UI layout
2	Refix the project backboard
3	Complete and modify SRS document
4	Prepare for submission

### Action Items

No.	Item	Who	By
1	Prepare submission folder	Idris	25/08/2024
2	Finish off UI layout	Everyone	25/08/2024
3	Finalize test cases	Farahan	25/08/2024
4	Finish assumption and dependencies section of the SRS document	Shreyas	25/08/2024
5	Finalize SprintRetro Doc	Yifan	25/08/2024