**Meeting Minutes**

Findr – Team 92

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| Date and Time: |  | Monday 8pm (Messenger) and Wednesday 5pm (QUT) | |
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| Venues: |  | Online Messenger and QUT | |
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| Chair: |  | Jason Fuller | |
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| Attendees: |  | Jason Fuller Joseph Yeo, Jerry Lo, Jason Tran, Melody Kelly | |

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| **ACTION SUMMARY** |
| 26 July 2017 |
| 4 October 2017 |
| Day 1 of Sprint 2  Discussion about previous Sprint and how to go from here  Melody Kelly is not present |
| 9 October 2017 |
| Day 3 of Sprint 2  Discussion on User stories and how many tasks can we adequately handle now that we seem to have lost a team member.  Tasks assigned to developers.  T21 – Implement CSS for Search Result Page – Jerry  T22 – Code sidebar with category buttons – Jerry  T23 – Verify buttons work and load accurate data – Jerry  T24 – Create prototype for general item page – Jason Tran  T25 – Add additional text / columns to database – Jason Tran  T26 – Verify item page works - Jerry  T31 – Implement maps into item page - Jerry  T32 – Specify user type home page based on user – Jason Tran  T33 – Admin Link (Footer) – Jason Tran  T34 – Logout button – Jason Tran  Melody Kelly is not present |
| 11 October 2017 |
| Day 6 of Sprint 2  All members of team still busy with other assignments.  User Stories have been sorted out better and prioritised and documented  Jason Tran not present but apologised for missing the meeting  Melody Kelly is not present |
| 16 October 2017 |
| Day 8 of Sprint 2  Melody Kelly is not present m 92 Burndown Chart Sprint 2.xlsx |
| 18 October 2017 |
| Day 11 of Sprint 2  Further discussion and clarification of tasks that are required to be completed  T21 – Implement CSS for Search Result Page – Jerry  T22 – Code user page with category buttons – Jerry  T23 – Verify that buttons work and load accurate data – Jerry  T24 – Create / design prototype for general item list – Jason Tran  T25 – Add additional flavour text / details to database – Jason Tran  T26 – Verify item list works – Jason Tran  T31 – Implement map into item page - Jerry  T32 – Create specific user type home page based on user – Jason Tran  T33 – Fixing homepage templates – Jason Tran  Melody Kelly is not present |
| 23 October 2017 |
| Day 13 of Sprint 2  Sprint 2 is complete  Developers report that all tasks have been completed for Sprint 2  Melody Kelly is not present |
| 25 October 2017 |
| Day 16 of Sprint 2  Discussion on if the developers have time to add any more tasks to the second sprint as it is finished well before time.  The developers have other project work that they need to complete and do not have the time to complete any extra tasks for this Sprint.  One of the developers is keen to add extra tasks to the project such as a email verification process, journey planner link, google map link and some security measures.  Discussion on next Wednesdays presentation and personal portfolio requirements for Unit.  Melody Kelly is not present |
| 30 October 2017 |
| Day 18 of Sprint 2  Jerry has been busy adding tasks to the completed project which we gave him the ok to go ahead with if he felt he was capable.  Here is a list of the extra tasks he has added to the project.  T.35 Verify place ID works – Jerry Lo  T.36 Code security measures that prevents unknown users from accessing search features – Jerry Lo  T. 37 Create Journey planner template – Jerry Lo  T.38 Code Journey planner – Jerry Lo  T.39 Verify that Journey planner links to Translink site – Jerry Lo  T.40 Create email verification template – Jerry Lo  T.41 Code email verification – Jerry Lo  T.42 Code token auto-generation process – Jerry Lo  T.43 Verify that email verification works and email is sent – Jerry Lo  Nine tasks added and completed by Jerry  Sprint Plan and Burndown Chart will be modified accordingly and task numbers updated  Melody Kelly is not present  Melody Kelly is not present |
| 1 November 2017 |
| Day 20 of Sprint 2  Demonstrate Smart City site as it is after the Second Sprint to Product Owner.  Melody Kelly is not present |