**Sprint 6 Meeting Minutes**

**for the**

**SIUE Department of Computer Science**

**CS425 / CS499 Senior Project**

**Software Design and Implementation Courses**

**by**

**Zach Benchley, Matt Lievens, Logan Maughan, Brian Olsen**

**of**

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**Learning Outcomes-Based Assessment Database Team**

# FIRST MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| March 18, 2014 | 1700 | 1800 | 60 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
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| **Agenda** |
| Discuss Status Report   * Determine what needs to get finished for the status report * Assign any missing status report items   Discuss Next Sprint   * Discuss what needs to be accomplished during sprint 6 * Split up tasks and make sure everyone is aware of what they need to do. |
| **Meeting Notes** |
| Accomplishments:   * Discussed status report and what needed to be done after reading Dr. Mayer’s comments from SR02. * Made sure that missing documents from SR02 were present in Dropbox and uploaded them to Bitbucket. * Prepared a response to Dr. Mayer regarding missing sections and points marked off for SR02. * Assigned all missing tasks from SR03 to team members to get done. * Discussed and split up tasks for sprint 6. * Set up backlog for sprint 6   Goals:   * Complete SR03 * Start work on sprint 6 |

# SECOND MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| March 20, 2014 | 1700 | 1800 | 60 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
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| **Agenda** |
| * Start preparations for the upcoming beta release * Send email to the client and request a meeting to prepare for the beta release |
| **Meeting Notes** |
| Accomplishments   * Went through what was required for the beta release and presentation * Created an outline for the presentation and split up tasks for that * Talked about any finishing touches that needed to be done in order to reach a point that the program was ready for beta. * Emailed Tom and requested a meeting   Things to do before beta:   * Logan - Finish up Skills, create outcome model, and create connections to the database within outcome model. * Matt - Fix some database queries for outcomes and any others that may arise * Brian - Fix any issues with exporting files to PDF/CSV * Zach – Finish Assignments * All - Fix a number of minor bugs/inconsistencies |

# THIRD MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| March 25, 2014 | 1900 | 2000 | 60 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
| Tom Foster (Client) |

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| **Agenda** |
| * Talk about the requirements that have been met (Use Product Backlog). * Talk about updated documents (Risks, Plan, etc…) * Talk about design decisions:   + Two skills with the same name (potential issue).   + Linux users final product will be .tar or executable? * Usability test study:   + How many people do we have?   + Show Tom test plan and discuss.   + Explain how the test will happen. * Show Tom the near finished Beta. |
| **Meeting Notes** |
| 1. Mac users will not need to have the authenticated software ( add instructions to change security settings for the machine) 2. Linux users will be fine to just tar the executable file. |

# FOURTH MEETING

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| **When** | **Start Time** | **Finish Time** | **Total Time** |
| March 27, 2014 | 1600 | 1800 | 120 |

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| **Who Attended** |
| Zach Benchley (Scrum Master) |
| Matt Lievens (Database Lead) |
| Logan Maughan (Owner Proxy) |
| Brian Olsen (Quality Controller) |
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| **Agenda** |
| * Beta Presentation   + Architecture.   + Remaining Developments.   + Make backup video (Zach?). * Project Manual (Zach, Logan, Brian) * Project Poster * Project Presentation * Bug Bash * Make the Beta builds |
| **Meeting Notes** |
| Accomplishments   * Created Beta presentation * Started project manual. * Fixed a number of small bugs and started connecting Assignments with the Skills Model. * Didn’t finish all bugs so builds will wait. |

# Total Meeting minutes

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| **Total Time** |
| 300 min (5 hours ) |