TLC Project Discussion Meeting |MINUTES

*10/10/2019 2:30 PM*

Cegep Heritage College RoomC201

# Attendees

|  |  |  |
| --- | --- | --- |
| Guy Beaulieu | Product Owner |  |
| Richard Chan | Project Coordinator |  |
| Cody Douris | Developer |  |
| Slava Knyazev | Developer |  |
| Patrick Mirowski | Developer |  |
| Thomas Palaisy | Developer |  |
| Lianne Spurdle | Developer & Scribe |  |

# Invited but Did Not Attend

Everyone attended.

# Subject

Discussion of the owner’s understanding of the system, the owner's priorities, and team’s priorities.

# Discussion Topics

The roles interacting with the system are:

* Teacher
* Student
* Academic Services

Academic services may not have a user interface for the system. The delivery method of the data gathered will be investigated further.

The priorities for the system's features, as set by the owner, are as follows:

1. Teacher queue per subject
2. Student queue per subject
3. Scheduling
4. Notify student
5. Group sessions
6. Delay student
7. Estimated time
8. Queue per teacher
9. Reason for leaving queue
10. Directed survey
11. Output reports
12. Track system usage

Directed surveys are an unresolved task due to the fact that it would communicate with another system, so further technical investigation is required to resolve it.

The release schedule is as follows:

|  |  |  |
| --- | --- | --- |
| Release Number | Amount of Time | End of Release |
| 1 | 1 month | December 2019 |
| 2 | 3 months | May 2020 |

Due to the differences in time-budget between the first and second release, the priorities for each release are different. Because the construction period for the first release is short, its goal is to have a minimal system with the most basic structure that can afterwards be built on: the team is to prioritize the implementation of features over quality, security, or any other factor. The second release has a longer construction period, so the priorities are placed on security and quality at the expense of feature completeness so the application meets standards for release.

# Decisions

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| --- | --- |
| D1 | The history of the queues does not need to be implemented. |
| D2 | Mobile first design should be prioritized. |
| D3 | Teachers should be able to manage their schedules. |
| D4 | The priorities of the first release in order are “Queue per Subject”,”Scheduling”,”Notify Student”,”Group Sessions”,”Delay Student”. |
| D5 | The temporary name of the project is Digital Log Book. |
| D6 | The teacher flow will be given a higher priority than the student flow. |
| D7 | If implemented, surveys are to be distributed through Omnivox. |
| D8 | Students viewing queues must not be able to see other students' names. |
| D9 | Display picture, name, topic, and members of the party for the immediate next upcoming session. |
| D10 | Dropdown lists should be used for topics. |
| D11 | Students should be able to see all active queues not just for subjects they are enrolled in. |
| D12 | Group sessions will use a party system, where one student creates the session, receives a code, and other students use the code to join the session. |
| D13 | Teachers can create sessions. |
| D14 | Queue headers must contain its schedule. |
| D15 | Academic Services functionality will be put into the backlog and re-examined once it is appropriately prioritized. |

# Actions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A1 | Guy | Decide on a new name for the system that is appropriate for both the TLC and Cleo | Open | 10/24/2019 |
| A2 | Guy | Make a list of subjects and topics at the TLC | Open | 10/24/2019 |
| A3 | Cody | Send meeting minutes to Guy and Richard | Open | 10/11/2019 |

# Follow up and next steps

* The development team will send out the Meeting Minutes to all meeting participants.
* There will be a follow up meeting in mid-November to demonstrate the progress made.
* Complete actions mentioned in above.
* The project manager will send an email to the product owner to confirm the next meeting.
* The team will send the product owner an email describing what can be expected for the demonstration in the next meeting.
* The team will follow up on the feature concerning the teacher’s ability to manage schedule.