TLC Sprint 1 Review Meeting |MINUTES

*21/11/2019 2:30 PM*

Cegep Heritage College RoomB219

# Attendees

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

# Invited but Did Not Attend

Lianne Spurdle Developer

# Subject

Display of Teams progress on committed work items. Discussion of completeness of work items, Review of work items left, and Review of work item priorities

# Discussion Topics

Work items committed on:

Complete

Show Teachers Queue

Manage Teachers Queue

Not Complete

Remove from Teachers Queue

Add to Teachers Queue

Summary of Outstanding Features in Priority Order:

This a translation of the arrangement of work item cards on the table,

|  |  |
| --- | --- |
| **Rank** | **Work Item** |
| 1 | Teachers Queue |
| 2 | Search by name |
| 3 | Multiple Teachers per Queue |
| 4 | Students can only be in a queue once |
| 5 | Scheduling |
| 6 | Delay Student |
| 7 | Notify Student |
| 8 | Track Usage |
| 9 | Output Reports |
| 10 | Design |
| 11 | Group Sessions |
| 12 | Estimated Time |
| 13 | Reason for Leaving |
| 14 | Directed Surveys |
| 15 | View Cancelled sessions |
| 16 | Output data |
| 17 | See student/teacher info |
| 18 | Record data |
| 19 | Set course of question |

# Decisions

|  |  |
| --- | --- |
| D1 | Add option to active sessions to put back into queue |
| D2 | Add a line below active sessions to visibly separate the active and waiting |
| D3 | Add a search option for Add Student to add student by name |
| D4 | U-Q is a good name |
| D5 | Direction of queue needs to be clearer |
| D6 | Students can only be waiting in the same queue once, but can still be in multiple queues |
| D7 | Add button should stay at the top, as it will be used a lot |
| D8 | Queues are per subject, can have multiple teachers per queue |
| D9 | Schedule should be around the subject, not the teacher |
| D10 | Everything before design is what the program must have, past that is extra features |

# Actions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A1 | Thomas | Send meeting minutes to Guy and Richard | Open | 24/11/2019 |

# Follow up and next steps

* The development team will send out the Meeting Minutes to all meeting participants within 48 hours.
* There will be a follow up meeting post-Christmas break 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 in January.
* The team will send the product owner an email describing what can be expected for the demonstration in the next meeting in by December.