Meeting Minutes Jan 17 2024

Attendees:
Kacie P, Yifan Z, Lysa H, Max Y, Robert P, Muiz O, Elya D

Goals:
- When do we want to do our official release planning meeting?
    - Preferred Tuesday/Thursday, 3-4:30
- Invite Brendan to our release planning meeting (bp18ul@brocku.ca, cc nezzati@brocku.ca)
- Version specification document
- Release planning document (begin creating user stories)

Notes:

Submission Feedback

Overall Feedback

Your proposal has been approved and your assigned TA is Brendan(bp18ul@brocku.ca)

Hi everyone,

I have completed the review of the submitted proposals and have attached the full list of groups here. Groups should have received some preliminary feedback from me as well. Please review the list below to check your group and assigned TA.

Next step would be coordinating with your assigned TA to schedule a release planning meeting. You might have a long "release planning" meeting youeselves but the part with you TA should not last more than 15 minutes. Please try to organize this meeting (and other following meetings) during our regular class times on Tuesdays and Thursdays, from 3:00 PM to 4:30 PM. Meetings can be held online or in person. To ensure I am informed, please include me in your email communications with your TAs by cc'ing me.

For those who are still not part of a team, please take immediate action. You can either approach and join one of the existing teams (with less than 8 people) or form a new group and submit your proposal by the end of this week. Please note that we will not accept any proposals after Friday, 19th Jan, at 23:59.

Best of luck and looking forward to your next document detailing the requirements/user stories of your project.

Regards,

Naser

2. Release planning document (including the Product Backlog and First Sprint Backlog)
- Due: Friday 26ʳᵈ Jan by 23:59.

2- Release Planning Document

- Objective:
  - To develop software requirements (product and sprint backlogs). This document will detail the system which is stated in the project proposal.
  - Be as detailed as possible
    - You will be able to revise it slightly later.
- Tasks:
  - Think, discuss about the requirements (user-stories) and prepare
  - Find a tool to manage the user-stories
  - Invite the TA to your release planning meeting to finalize the requirements
  - Write your report and submit it by Friday 26rd Jan by 23:59.
- Grading: completeness, thoroughness and correctness of the requirements/user-stories and as well as submission format (requirements, format, language, etc.)
- Upload all of your reports to your GitHub page and Brightspace. Include a breakdown of each person's contribution

PRJ6: Habit Tracker with Progress Leaderboards

A personal coach for fostering positive habits and tracking goals.

- **Features**:
  - Enables users to define and set up their own goals.
  - An interface to allow users log daily efforts and duration.
  - Tracks consecutive days of habit adherence, encouraging users to keep their streak alive.
  - Send reminders and motivational notifications keep users engaged and on track with their habits.
  - Provides analytics to show and visualize the user's journey, displaying trends and patterns in their habit formation.
  - Users can create or join group challenges for communal habit formation, adding a layer of support and camaraderie.
  - Full control over privacy settings, allowing users to choose what they share and with whom.

https://www.lucidchart.com/blog/agile-release-planning
https://www.agile-academy.com/en/agile-dictionary/releaseplan/

Discussion:

Will be having our release planning meeting Tuesday at 4 with Brendan, and all group members can make it as of today.

We received no feedback for our proposal, so assume that everything was good and we are on the right track.

Emphasized the importance that everyone needs to understand requirements before we begin designing. Front end and database need to be designed as one of the first steps of sprint 1.

We decided to begin planning out all of the user stories in the Release Planning Document before putting everything in Jira, since it will be easier for collaboration and there is little to no delay in others editing the file. We created a template to write the user stories in, which will make it easier to transfer the information over to Jira.

All members are to add in a bunch of user stories before the next meeting, so that next time we meet everything can be finalized and we can start transferring everything over to Jira in preparation for the release planning meeting next Tuesday.

Kacie will push a text file to act as the version specification document, so that when everyone begins coding, versions can be listed of tools and frameworks.

Next Time:

Meeting - **Friday Jan 19th at 3:00pm**

Goal - Go over the user stories currently in the release planning document. Fill any major gaps, clarify, detail, edit… Begin the process of transferring everything over to Jira. Prepare for the structure of the release planning meeting, scheduled for next Tuesday.

For our meeting, we will be following the standard structure of a release planning meeting. It will include but not be limited to the features in your product backlog, how those features are planned across your upcoming sprints, and the distribution of responsibilities amongst you and your group.