Meeting Minutes Jan 19 2024

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

<u>Goals:</u>
- Was there anything in the online tutorial that is useful for us?
  - Jira key?
- 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.

<u>Notes:</u>

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.

Need to treat the TA like a stakeholder, this seems to be the most important point.
We are not asking the TA for advice, we are telling him what is going to get done and when, and he will reprioritize our targets if he deems it necessary.

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

Our TA said that we need to discuss when things will get done, in what order, and there must be a visual way to view this (Jira).
Only Sprint 1 needs to be roughly planned out but not completely, sprint 1 planned and a backlog considering future tasks.

<u>Discussion:</u>
Talked about the tutorial run by Brandon, how he showed off Jira and its different features.
Discussed briefly about if we want to use Confluence from the tutorial, and decided against it, at least for now. Our document sharing through Google Drive has been working so far, and there's no need to complicate our process unless we find a need that is not being filled by our current tools. Attempted to link GitHub to Jira and failed.
Discussed some features which we will want to be included on our site, and aspects we believe should be included in sprint 1:
- Page navigation and ensuring that users stay logged in across pages and storing passwords using cookies.
- Front-end team should set up the navigation bar with plenty of blank pages, just to have the layout of the site and make development of the individual pages easier.
- Notifications will be sent through email for sure (perhaps one at the beginning of the day), but notifications can also appear in the tab of the website near the icon, or on the actual site with a notification icon near the top of the page, like Brightspace.

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Yifan offered to do a tutorial of some of the front-end tools for the site to allow others to get familiar with the tools before we begin implementation. Date TBA.
Discussed the release planning document in its current state. Emphasized the importance that it has to be detailed, but that more details will obviously be added later on as we learn more about the scale of the project, requirements, and bugs that occur. Sprint 1 should be planned out, but other sprints can just have a few items from the backlog assigned to them (since sprint 1 will likely not go exactly as we planned).
Group members are to finish adding any requirements they can think of into the Release Planning Document file, and make comments on other requirements, by the meeting on Sunday. Then, we will meet an hour before (3:00) our release planning meeting on Tuesday (4:00) with Brendan to prepare for what we will have to say/who will be speaking.

<u>Next Time:</u>
Meeting - **Sunday Jan 21st at 1:00pm**
Goal - A quick 5 minute check in to make sure that everyone has contributed and read through the planned user stories and requirements of the release planning document, before Elya and Muiz take charge with transferring everything over to Jira, beginning to assign tasks to sprints and people.