

Meeting Minutes Jan 21 2024

Attendees:

Kacie P (late), Lysa H, Yifan Z, Muiz O, Robert P, Elya D, Max Y

Goals:

- Go over the comments made in the Release Planning Document and finalize details
- Discuss briefly the plans for Tuesday's meeting

Notes:

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

Discussion:

Router/API document created to be filled out when design happens later this week/next week. We went through one by one, differentiating what should be a user story and what should simply be a task so that we can input it appropriately in Jira. All group members contributed their thoughts on comments that were made.

Elya and Muiz are to transfer all the user stories into Jira, assigning them to the appropriate people. Kacie will be finalizing the release planning document for submission on Friday.

Next Time:

Meeting - **Tuesday Jan 23rd at 3:00pm**

Goal - Prepare for the release planning meeting which will begin with Brendan at 4:00-4:20pm through Microsoft Teams. Discuss who will be speaking, what we need to discuss, and finalize any details before 4:00.