Meeting Minutes Jan 14 2024

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

<u>Goals:</u>
- Check in with all members on how their delegated section of proposal document
- Discuss what still needs to be done before submission on Tuesday
- Look at current README section
- Chat about difference between development + main branches

<u>Notes:</u>

1- Proposal

- Objectives
  - To explain the problem, objectives, importance and overall description of the project.
  - Talk about the SE process and other technical tools you are going to use
  - List your team members and your GitHub page.
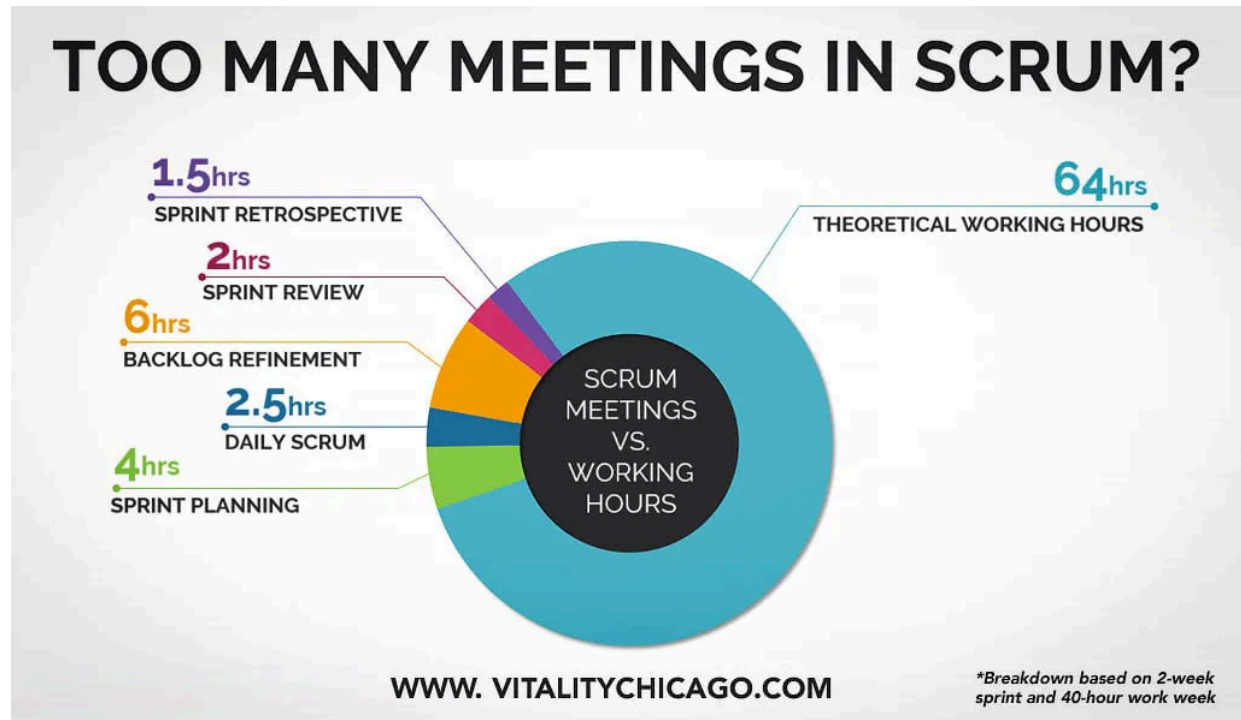- Tasks:
  - Form your team of 5 to 8 people
    - Mention the roles (scrum master, product owner, project manager, etc.)
  - Setup your GitHub page
    - Create a public repository for your project
    - Structure, readme, etc.
  - Schedule your meetings, timetable and etc.
  - Write your report and submit it by Tuesday 16th Jan by 23:59
- Upload all of your reports to your GitHub page and Brightspace. Include a breakdown of each person's contribution

- Following the methodology (60%) + reports
  - Scrum and Sprint Review and Retrospective Meetings,

  Each sprint will be 1 month, and we will have 3 sprints. Each sprint will end approximately one week before each progress report is due on a Friday between 3:00 pm and 8:00 pm. The first sprint review/retrospective meeting will most likely occur on Friday February 23rd. The second and third meetings will most likely occur on Friday March 15th and April 5th, and the final meeting will most likely occur on Friday April 19th.

- Sprint review and sprint retrospective are two different meetings
- 3 sprints will require 3 sprint reviews and 3 sprint retrospectives + required notes from those meetings
- Should also have designated sprint planning meetings + documentation

TOO MANY MEETINGS IN SCRUM?

1.5hrs SPRINT RETROSPECTIVE

2hrs SPRINT REVIEW

6hrs BACKLOG REFINEMENT

2.5hrs DAILY SCRUM

4hrs SPRINT PLANNING

64hrs THEORETICAL WORKING HOURS

SCRUM MEETINGS VS. WORKING HOURS

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*Breakdown based on 2-week sprint and 40-hour work week

Discussion:

Went through each section of the proposal to suggest edits/additions.

Decided we will be using Jira instead of figma to track user stories, which Elya is taking the lead on as project manager.

Updated our sprint deadlines to align better with report submissions. Clarified the difference between the Sprint Review meetings (what did we get done during the Sprint) and the Sprint Retrospective meetings (how did the Sprint process go), and clarified that we will want separate meeting minutes for these two meetings as they have differing goals.

Delegated the final tasks to be done before proposal submission on Tuesday.
- Kacie will beautify the document, finish the README section on GitHub, and submit everything.
- Other members need to make small changes to their sections in the proposal.

Discussed the difference between the development branch and the master branch. Changes from our personal branches will be pushed to the development for testing and code review by other team members. Only then will changes on development be pushed to master, which will (hopefully) be the fully working, unbroken and debugged version of the site, for review meetings and demonstrations.

Briefly discussed the importance of having a version specification document, which will be included in our goals for the next meeting.

<u>Next Time:</u>
Meeting - **Wednesday Jan 17th at 3:00pm**
Goal - Discuss the next submission which is release planning. Begin expanding on the requirements for the website and create/organize user stories in Jira. Will have to think about every task that needs to be done to make the website functional. If there is time, create a document for version specification of tools and frameworks we will be using.