Meeting Minutes Jan 23 2024

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

<u>Goals:</u>
- Prepare for the release planning meeting with Brendan at 4:00pm
    - Who will speak?
    - Who will say what?
- Have release planning meeting (**separate meeting notes**)
- Follow-up after the release planning meeting to make any necessary changes based on feedback from stakeholders (Brendan)
    - Make changes in Jira if necessary
- Finalize what should be included in the release planning document due Friday

<u>Notes:</u>

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

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.
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>
Wrote down a plan for the release planning meeting.
- Which topics should be covered
- What needs to be discussed
- Who will speak during each part

Did a once over of the presentation portion of the meeting in preparation.

Had release planning meeting (**separate meeting notes**)

Was not given much feedback from Brendan regarding any shortcomings in our backlog. It should be alright to transfer everything from Jira into a release planning document. Kacie to do this work before the meeting on Friday.

Discussed that team member contributions must be tracked thoroughly so that credit is given where it is due at the end of the semester. When you begin/complete a task that is not in Jira, add it, and make sure you are given credit for the work you are doing.

<u>Next Time:</u>
Meeting - **Friday Jan 26th at 3:00pm**
Goal - Do a final review of the Release Planning Document (due Friday at midnight). Begin designing the website.