Software Engineering: Process & Tools (COSC2299/2428) Part A

(S1 2017)

Student Name	Student ID
Arthur Choung	3557912
Kai	3560808
Mun Whye Chen	3620042
Kok Hou Ng	3618280

Project Name
(SEPT) Meeting Minutes

Weekly Scrum Meeting Minutes
Meeting No: 1 Week 1 Meeting 1

Date:	1/3/2017
Venue:	RMIT Building 9.3.10
Attendees:	Arthur, Bryan, Mun Whye, Kai
Apologies:	-
Copy To:	-

No.	Date	Discussion	Action/Person
1	1/3	Initial Trello	All members
2	1/3	Initial Github Project	All members
3	1/3	Initial Slack	All members
4	1/3	Setup Google Drive to record Group Discussion	All members
5	1/3	Kai to be group leader	All members
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PS: If there is any

No need to sign physically, just needed to share through your task management tool or google drive, so all members would be aware of the minutes, members can request for change in 24 hours if something is not valid or missed.

Project Name
(SEPT) Meeting Minutes

Weekly Scrum Meeting Minutes
Meeting No: 2 Week 2 Meeting 1

Date:	8/3/2017
Venue:	RMIT Building 12 Student Bay
Attendees:	Arthur, Bryan, Mun Whye, Kai
Apologies:	-
Copy To:	-

No.	Date	Discussion	Action/Person
1	8/3	Discussed main task of week	All members
2	8/3	Assigned task to group members	All members
3	8/3	Start to make a user story of login and registration	Arthur, Kai
4	8/3	Plan to make a mock-up of login and registration interface	Wayne, Bryan
5	8/3	Initial class diagram account	Wayne, Bryan
6	8/3	Start the of code html part	Arthur, Kai
7	8/3	Make next meeting time	All members

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Weekly Scrum Meeting Minutes
Meeting No: 3 Week 2 Meeting 2

Date:	12/3/2017
Venue:	Melbourne Central Foodcourt
Attendees:	Arthur, Bryan, Mun Whye
Apologies:	-
Copy To:	-

No.	Date	Discussion	Action/Person
1	12/3	Reviewing the mock-ups	Upload scanned mock-ups to Trello/Mun Whye
2	12/3	Planning code for Register page	Pair programming/Arthur & Mun Whye
3	12/3	Make sure Homy can access Google Drive	Add to issues on Trello/Arthur & Mun Whye
4	12/3	Try to have code for Register page for next meeting	Mun Whye
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Weekly Scrum Meeting Minutes
Meeting No: 4 Week 3 Meeting 1

Date:	15/03/2017
Venue:	RMIT Building 10 Level 7 Student Bay
Attendees:	Kai, Bryan, Wayne, Arthur
Apologies:	-
Copy To:	-

No.	Discussion	Action/Person
1	Need better communication on Slack	Every member should respond within 12 hours.
2	Talked about pair programming	To help knowledge transfer of template coding.
3	Planning tasks for next sprint	All member
4	Previous Sprint's Retrospective	All member
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PS:
Group member:
s3557912 Arthur
s3620042 Wayne
s3618280 Bryan
s3560808 Kai

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Project Name
(SEPT) Meeting Minutes

Weekly Scrum Meeting Minutes
Meeting No: 5 Week 3 Meeting 2

Date:	18/03/2017
Venue:	Melbourne Central Food Court
Attendees:	Kai, Arthur, Bryan, Mun Whye
Apologies:	-
Copy To:	-

No.	Date	Discussion	Action/Person
1	18/3	Setup for Laravel	All member
2	18/3	Plan for phpunit test (Login & Register)	All member
3	18/3	Finalized user stories template	All member
4	18/3	Rearrange & assign tasks on Trello	All member
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7	18/3		

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Project Name
(SEPT) Meeting Minutes

Weekly Scrum Meeting Minutes
Meeting No: 6 Week 4 Meeting 1

Date:	20/03/2017
Venue:	RMIT Building 10 Level 7
Attendees:	Kai, Arthur, Bryan, Mun Whye
Apologies:	-
Copy To:	-

No.	Date	Discussion	Action/Person
1	/3	Resolve installation issues with Laravel	Arthur helped Kai and Wayne
2	18/3	Tests that we should write	All member
3	18/3	Progress updates	All member
4	18/3	Discuss next meeting time, Wed 4:30	All member
5	18/3		
6	18/3		
7	18/3		

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Project Name
(SEPT) Meeting Minutes

Weekly Scrum Meeting Minutes
Meeting No: 7 Week 4 Meeting 2

Date:	22/3/2017
Venue:	Student Bay
Attendees:	Arthur, Bryan, Mun Whye
Apologies:	-
Copy To:	-

No.	Date	Discussion	Action/Person
1	22/3	Progress update	Arthur, Bryan & Mun Whye
2	22/3	Revise Sprint tasks for week 4	Arthur, Bryan & Mun Whye
3	22/3	Talked about issues on GitHub	Arthur, Bryan & Mun Whye
4	22/3	Talked about improvement in communication	Arthur, Bryan & Mun Whye
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Project Name
(SEPT) Meeting Minutes

Weekly Scrum Meeting Minutes
Meeting No: 8 Week 4 Meeting 3

Date:	25/3/2017
Venue:	Student Bay
Attendees:	Arthur, Bryan, Mun Whye
Apologies:	-
Copy To:	-

No.	Date	Discussion	Action/Person
1	25/3	Review tasks	Arthur, Bryan & Mun Whye
2	25/3	Review Laravel validation test	Arthur, Bryan & Mun Whye
3	25/3	Review how a scrum meeting works	Arthur, Bryan & Mun Whye
4	25/3	Change the mockups and submit to Homy by today	Arthur, Bryan & Mun Whye
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Project Name
(SEPT) Meeting Minutes

Weekly Scrum Meeting Minutes
Meeting No: 9 Week 5 Meeting 1

Date:	27/3/2017
Venue:	Student Bay Building 10 Level 10
Attendees:	Arthur, Bryan, Mun Whye, Kai
Apologies:	-
Copy To:	-

No.	Date	Discussion	Action/Person
1	27/3	Progress reports	All members
2	27/3	Review mockups	All members
3	27/3	Review how to conduct scrum meeting	All members
4	27/3	Discuss tasks to be completed by next tutorial Wednesday	All members
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Project Name
(SEPT) Meeting Minutes

Weekly Scrum Meeting Minutes
Meeting No: 10 Week 5 Meeting 2

Date:	29/3/2017
Venue:	Building 9, level 3, room 10
Attendees:	Arthur, Bryan, Mun Whye, Kai
Apologies:	-
Copy To:	-

No.	Date	Discussion	Action/Person
1	29/3	Talked about problem encountered of each members	Plan to solve teammates' problem on the next day – Arthur, Bryan, Wayne
2	29/3	Plan tasks for week 6	Planned & created card on Trello -All members
3	29/3	Retrospective	All members
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Project Name
(SEPT) Meeting Minutes

Weekly Scrum Meeting Minutes
Meeting No: 11 Week 5 Meeting 3

Date:	30/3/2017
Venue:	Student Bay
Attendees:	Arthur, Bryan, Mun Whye
Apologies:	-
Copy To:	-

No.	Date	Discussion	Action/Person
1	30/3	Plan mockups for Booking, Summary of bookings and Customer's page etc.	Drew a mockup for Summary of Booking. - Bryan, Wayne
2	30/3	Designed frontend for summary of booking	Did pair programming for it. - Arthur Bryan
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Project Name
(SEPT) Meeting Minutes

Weekly Scrum Meeting Minutes
Meeting No: 12 Week 5 Meeting 4

Date:	2/4/2017
Venue:	Melbourne Central Foodcourt
Attendees:	Arthur, Bryan, Mun Whye, Kai
Apologies:	-
Copy To:	-

No.	Date	Discussion	Action/Person
1	2/4	Discussed about how the customer system works	All members provided their own opinion on how to do it.
2	2/4	Start working on customer system	Kai will start with the working on the view for customer page, where Arthur will be handling the controller part. Mun Whye will be doing testing for it.
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Project Name
(SEPT) Meeting Minutes

Weekly Scrum Meeting Minutes
Meeting No: 13 Week 6 Meeting 1

Date:	4/4/2017
Venue:	Student bay building 14 level 10
Attendees:	Arthur, Bryan, Mun Whye
Apologies:	-
Copy To:	-

No.	Date	Discussion	Action/Person
1	4/4	Discussed what we can improve from Kai's work.	Move something up to the header instead of removing unnecessary part of the interface. Aruthur, Mun Whye, Bryan
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Project Name
(SEPT) Meeting Minutes

Weekly Scrum Meeting Minutes
Meeting No: 14 Week 6 Meeting 2

Date:	7/4/2017
Venue:	Student bay building 10
Attendees:	Arthur, Bryan, Mun Whye, Kai
Apologies:	-
Copy To:	-

No.	Date	Discussion	Action/Person
1	7/4	Assign Documentation tasks	Each member will do the documentation tasks assigned accordingly.
2	7/4	Discussed about how to improve and do the History Booking part	Arthur did some changes to it.
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