Taking minutes

**Agenda for the team meeting Application.**

Location: DW PC1 Cubicle 10

Date: 28/2/23

Time: 13.45-14.30

Attendees: Frija Marius, Hristodorescu Matei, Krassenburg Zico, Nys Rebecca, van Vliet Matthias, Waarsenburg Yulia

28/2/23

**Chairperson***: Krassenburg Zico*

**Minutetaker***: Frija Marius*

**Agenda items**

**Opening by Chairperson**

Small welcome + common approval of the agenda

**Approval of the agenda**

*(Does anyone have any additions to the agenda? what is missing that you would like to discuss?)*

No additions to the agenda were proposed.

**Approve minutes of prior meeting**

**[Agenda item 1] - Finalizing the Backlog based on provided feedback 13:50 - 14:10**

*Describe in outline what was discussed in content and how you came to an outcome/finding. Was the purpose of the meeting (to inform/ brainstorm/ decide/ discuss) achieved? This (possibly) results in actions that you record in the action list.*

*Brief Summary:*

* Every team member got acquainted with the backlog feedback
* The team focused on the Epics and User Stories sections of the feedback as they were evaluated with a Insufficient and Sufficient mark
* The team focused on formulating solutions based on the feedback
* Small intervention by the TA

*Backlog structure issues identified by analyzing the feedback:*

* Some of the Acceptance Criteria are redundant and not user-focused
* The epics miss descriptions and their prioritization can be improved
* The epics do not make references to the mocks

*Remarks made by the TA in regards to the Backlog Review:*

* *The draft was based on the wrong template (the previous year template)*
  + *Every functional requirement must be an epic with a description*
  + *The epics must be related to the mocks*
  + *The user stories must be grouped by the epic (specific feature)*
* *The Acceptance Criteria were good, but some of them are redundant and do not add any value*

*Changes to the current version that are to be made:*

* Restructure the backlog around the idea of epic=functionality
* Remove redundant Acceptance Criteria
* Add references to the mocks in the epic descriptions

*Workflow (When/How are we going to carry out the task):*

Each team member adds his/her contribution to the shared working document (for each added piece of the text, an identifying comment/remark must be created).

Everyone is encouraged to provide reciprocal feedback in the forms of Google Docs Comments

*Deadline for the final version of the Backlog:* Thursday, March 2nd, 23:59

**[Agenda item 2] - Discussion of the First Sprint 14.10-14.20**

* This part of the meeting consisted of a collaborative discussion regarding the first steps of the application development process.
* Every team member offered his point of view on how we should plan the first Sprint.
* The team reached consensus that we must start developing the application from this week

so everyone can have a meaningful merge request till March 10th

*The remarks of the TA in regards to the First Sprint and a good division of the tasks:*

* The tasks should be divided and distributed this week so everyone can start coding straight-away
* In order to prevent slow progress the members of the sub-teams must be cyclically changed
* Every software change must be visible in the main branch of the project

*The decisions made by the team:*

* The division of the tasks will be made visible on GitLab (Issues section of the project)
* For the following week (First Sprint iteration) any team member can start working on any available issue (the main focus is on the client side of the application)
* Every team member has to get familiar with all the tools in the next days
* Every team member will come with a meaningful merge request till the deadline of the next week - March 10th

*Actions performed during the meeting:*

* Several Issues were created in GitLab, reflecting the first tasks required towards achieving a deployable product

**Summary of action points**

*Give an overview of the division of tasks. What is expected from whom and when? Make an action list.*

| Action items | Who is responsible | Deadline |
| --- | --- | --- |
| Necessary corrections and restructuring of the Backlog | Every team-member adds his contribution to the common working document | Thursday, March 2nd,  23:59 |
| Design the basic Class structure | Any team member can assign him/herself to the task | Friday, March 10th |
| Get the database up and running | Any team member can assign him/herself to the task | Friday, March 10th |
| Recreating the mocks in Scenebuilder | Any team member can assign him/herself to the task | Friday, March 10th |

**Feedback round**

*Give each other space to give and receive feedback (tip and top).*

*Discuss with your fellow students whether you want to take notes of this or not.*

No feedback provided.

**Any questions? None**

*If there are any important announcements, you can take minutes.*

No questions were put forward.

**Closing**

*No minutes*

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