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| **#** | **EST Time** | **Item** |
| 1 | 1:00 | Discuss Semester Work Plan with Kal, take notes |
| 1.1 | 0:15 | Go over JIRA   * *Talk about how it works quick* * *Show how we will stay on top of things, due dates, moving cards, how we’re going to manage it* |
| 1.2 | 0:15 | *Discuss Schedule*   * *Show current plan for last sprint* * Should we keep going with this format or try something else?   + Discuss new Google Calendar |
| 1.3 | 0:15 | *Take a look at expectations/process*   * *What else should be discussed here?* * *Should all of this be inserted in to the project plan (in a refined form) or just parts?* |
| 1.4 | 0:15 | *Look at Project Plan*   * *What is expected vs what we have* * *How can we make this better?* * *What exactly are you looking for if this is not it?* |
| 2 | 0:30 | Review Notes from meeting with Kal with team, write a plan of attack for implementing the requested changes, assign to people   * Should these tasks be added in to JIRA or should we document them elsewhere?   + If not implemented in JIRA, how should we track these smaller tasks? If we use something else to do it, because we need to do it, how do we upkeep that with the tasks from JIRA as well? Seems cumbersome. |

Time start: 5:00pm

Time end: 6:07pm Kal left

Attendance

Matt

Dan

Phil

Aaron

Kal

### Notes

* Wants a list of what is the final deliverable; Goals and scope
  + What are our high-level goals ?
  + “At the end of the semester, what are you going to demo? Describe it in 3 sentences.”
  + A well laid-out project plan will explicitly state the 3 components and what they do, high-level wise. A simple summary of what you will deliver without the reader having to sift through features
    - Once this is complete, we can test to see if our project deliverables are fulfilling this summary
    - Best place is in goals and scope
* High-level goals, goals and scope
  + Web App
    - Log in to a client account
    - Manages TV
    - View Content
    - Create content
    - View content requests from end users
    - Push content to TV
    - Manage sections
  + AWS
  + Smart TV
    - Show content that was pushed to it
    - You’ll be able to register to a client account
    - Ability to scan a QR code to take you to a website, email address, etc. to interact with for a specific content
* Update Feature Table in Project Plan
  + For use cases that don’t fit into a feature, create a miscellaneous feature and put extras within that
  + Add majority of use cases to Feature table allocated to a Feature
  + If there are 3 use cases for a Feature, make sure this is reflected
* For Semester 2 sprint plan, be clear on nomenclature
* So for releases, demo/release at the end of each sprint instead of having 3 sprints to a release, etc
  + Reduce overhead
* Plan VS Actual in Sprint Plan, add a column for what was actually completed in said sprint
* Consider 1-week sprints before next week
* Heads up when we’ve updated plan to Kal
* Kal wants to see progress consistently and accurately.
  + What was missing was in-progress accuracy. How much of said sprint was actually done?
    - We can do this with a burn-down if accurate on the burn down
      * If we do this we can get rid of the Excel-style schedule
    - The burn-down needs to be updated accurately
* PM needs to make sure in burndown, things are moving forward
* Unregister TV from system
* Story Point things today
  + Point out a few sprints further for planning purposes

Progress

Plans

Risks

Needs

<https://meet.google.com/ohq-wtdw-yak>