IFB299

Meeting Minutes

# March 7, 2018

|  |  |
| --- | --- |
| Present: | Chloe, Nick, Lachlan |
| Next meeting: | 14/03/2018, 1pm-2pm, QUT Gardens Point Campus |

## Announcements

[List all announcements made at the meeting. For example, new members, change of event, etc.]

## Discussion

* Discussing the team agreement and ensuring all members agree to the terms and conditions
* Starting user stories by annotating and categorizing the case study
* Asking the developers what kind of requirements each user story will generally need
* Discussing prioritization of the user stories in regards to the release and sprint plan that is yet to be done

## Roundtable

Team Agreement: The team agreement has been finalized

User Stories: Nick and Chloe will continue working on these. Once these are finished, the prioritization and estimation process will begin, these will be discussed in next week’s meeting.

Release and Sprint Plan: Once the completed user stories are inputted into the release plan, the development team can go forward with the sprint plan.

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Meeting Minutes

# March 14, 2018

|  |  |
| --- | --- |
| Present: | Chloe, Nick, Lachlan, Saeed |
| Next meeting: | 21/03/2018, 1pm-2pm, QUT Gardens Point Campus |

## Announcements

User stories finished!

New Member: Saeed – CS

## Discussion

* Meeting with the development team to discuss the user stories and make any changes necessary
* Prioritization and Estimation of user stories also completed
* Once development team looks over user stories, they then begin to make the appropriate acceptance criteria for each story

## Roundtable

User Stories: The user stories have been completed and the development team is now working on the acceptance criteria

Release and Sprint Plan: The user stories have been inputted and categorized into the Release Plan. The development team will complete the sprint plan after the acceptance criteria is finalized.

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Meeting Minutes

# March 21, 2018

|  |  |
| --- | --- |
| Present: | Chloe, Nick, Saeed |
| Next meeting: | 28/03/2018, 1pm-2pm, QUT Gardens Point Campus |

## Announcements

* Release plan completed
* *ASSESSMENT DEADLINE: Release and Sprint Plan due 11:59pm tonight*

## Discussion

* Release plan edited and categorized
* Release plan completed by Chloe and Nick
* Awaiting sprint plan and acceptance criteria from development team

## Roundtable

User Stories and Acceptance Criteria: Once the development team has finalized the acceptance criteria, the release and sprint plan can be completed for the assessment deadline

Release and Sprint Plan: Awaiting completion on sprint plan by development team for assessment deadline.

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Meeting Minutes

# March 28, 2018

|  |  |
| --- | --- |
| Present: | Chloe, Nick, Lachlan |
| Next meeting: | 18/04/2018, 1pm-2pm, QUT Gardens Point Campus |

## Announcements

* Release and Sprint plan submitted

## Discussion

* Development team to begin iterating Sprint 1
* All work and progress to be monitored on Jira (all users have signed up to Jira)
* All individually working on the Personal Portfolios by collecting artefacts from the project
* Chloe and Nick start work on Component Diagram and Data Flow Diagram
* Development team start work on Sprint 1 and record progress on Burndown chart

## Roundtable

Release and Sprint Plan: Development team working on sprint plan and meeting next with client team to show burndown chart with completed times for their current sprint. Client team will critique any user stories that have been completed

Artefacts: Each individual team member working on artefacts for the personal portfolio due in Week 9

**IFB299**

Meeting Minutes

# May 2, 2018

|  |  |
| --- | --- |
| Present: | Chloe, Nick, Lachlan, Saeed |
| Next meeting: | 9/05/2018, 1pm-2pm, QUT Gardens Point Campus |

## Announcements

Portfolio and retrospective submitted week prior

## Discussion

* discussing progress on the first release by the development team

## Roundtable

Release and Sprint Plan: development team to continue work on the first iteration

IFB299

Meeting Minutes

# May 9, 2018

|  |  |
| --- | --- |
| Present: | Chloe, Nick, Lachlan, Saeed |
| Next meeting: | 16/05/2018, 1pm-2pm, QUT Gardens Point Campus |

## Announcements

* No new announcements

## Discussion

* Checking in on the development team and their progress for the first release iteration

## Roundtable

Release and Sprint Plan: Development team made little work on iteration so far.

Personal Portfolios: Collecting artefacts for portfolio

IFB299

Meeting Minutes

# May 16, 2018

|  |  |
| --- | --- |
| Present: | Chloe, Nick, Saeed, Lachlan |
| Next meeting: | 23/05/2018, 1pm-2pm, QUT Gardens Point Campus |

## Announcements

* Final Release due next tutorial
* Portfolio, retrospective and peer reviews due next Friday

## Discussion

* Each of us to collect our artefacts from the project and put together for the final portfolio
* Work on the retrospective together
* Chloe and Nick to give feedback to the development team on the iteration progress

## Roundtable

Release and Sprint Plan: Awaiting completion on iteration by development team for assessment deadline.