MEETING MINUTES

Scrum meeting notes can be found as README.md files in different Sprint folders on <https://github.com/neces/Industrial-Project-Team-9>

**Team Meeting with Management, Monday 5th Oct / 14:45**

No official notes were taken for this meeting. By this point, we have already decided what kind of product we want to work on (web application with multiplayer online features) and how to split our team. The management gave us general directions and reminded us to not promise too much to the client, as this is an intense and short developments cycle. The management also emphasized the important of the report and ethics, if we want to conduct any user testing.

**Team Meeting with Management, Monday 12th Oct / 13:00**

***This meeting has been recorded on Microsoft Teams – channel Team 9***

Management asked how the Client meeting went. Cameron responded that it went well, the Client was on board with our ideas and did not have any negative feedback. The only thing that is changing based on their comments is a functionality to host a quiz with customized questions. We have lowered the priority and will only work on it when the MVP is done. The management asked if we have a clear plan for this week and also if we decided to include users in our evaluation. We have decided that user feedback will be very beneficial and would like to include user testing in form of a play session and an anonymised feedback form. Management mentioned to make sure we have all the right permissions and forms signed. Management also asked how we are progressing with the report to which we replied that we have 2 people working on it at the moment. Neja asked how the management felt about our presentation to the Client. They also advised to plan accordingly, as we are bound to hit a few roadblocks with the development and need to adapt fast. Cameron’s last question was how the presentation should be structured and whom is the pitch directed to.

**Team Meeting with Management, Monday 19th Oct / 14:30**

***This meeting has been recorded on Microsoft Teams – channel Team 9***

**This meeting started with Management asking how the Client meeting went. We thought it went well, it was a bit shorter than usual because the demo was a quick 5-questions quiz and also, we didn’t have any more specific questions regarding the project. We were also looking to see the Client’s reaction and their own feedback instead of suggesting more ideas we won’t have time to implement. We also wanted to make sure the Client knew there was progress going on, despite the bugs. Management asked if we have a clear plan to the rest of the week. Neja explained we are hoping to fix most of the bugs on Monday and Tuesday, then do User Testing on Wednesday and Thursday. She also explained how the user testing will be carried out. She also mentioned we were doing a lot of testing as a group and collecting feedback any of the members wanted to put forward. The Management asked how the report is coming along (Structure and notes done, one person working on it specifically, the rest will start contributing once we fix the remaining bugs). We have also started preparing the presentation for Friday. The Management explained how the final presentations will run. We also asked clarification for what kind of questions they would expect us to pose to other groups, to which they responded that there are two classes of questions: General that could apply to any of the groups or more specific, based on the presentation and the product of the group. Asking specific questions will reflect better on our markings allocated to posing questions. The Management asked if security and accessibility issues came up during the meeting: security was not a part of requirements, but accessibility is very important and should be mentioned in the report. We also talked about the Client feedback in the meeting earlier, and how didn’t really know what to respond to the Client asking if we thought if it was a good idea to show them the demo with visible bugs. We reasoned that decision was good because the Client was quite technical, and we explained in detail all of the bugs beforehand. By showing them the demo, we got a lot of insight and they also gave some technical suggestions how to solve them.**

**Team Leaders Meeting with Management, Wednesday 7th Oct / 10:10**

**First team leaders meeting was very positive, everything was progressing as planned. The team decided to opt for an agile approach, with User stories and Product Backlog instead of a Requirements paper. The Sprint 1 was therefore used for gathering user stories, deciding what technologies to use, researching and designing the prototype to present to the client.**

**Team Leaders Meeting with Management, Wednesday 14th Oct / 9:50**

**Leaders updated the Management on the team progress that was a bit slower than expected. The team was working together, but people have been less motivated and not taking initiative on the problems. The leaders asked for some advice on management styles to keep people engaged. There were also some communication problems with the people that were not present at the scrums and meetings.**

**Team Leaders Meeting with Management, Wednesday 21st Oct / 9:30**

The leaders updated Management how the project is coming along. At this stage it looked like we might not have a working live demo and the Management advised that it is not necessary. We were advised to keep a video of the demo on hand to show if anything goes wrong. We have also introduced GitHub issues in Sprint 3, as no one was paying attention to the Product Backlog, so we were not recording the progress regularly.

**Team Meeting with Project Client, Monday 12th Oct / 9:00**

***Materials for this Client meeting can be found on the repository under Sprint-1***

***This meeting has been recorded on Microsoft Teams – channel Team 9***

**We started the meeting with explaining how we approached the brief. After talking about what we as a team would like to focus on, we did some market research to see what the competitors’ strengths and weaknesses are and how are they monetizing their product. We identified the unique selling points for out product and explained how we came up with the brand identity and designs. Next up was the demo of the prototype that was created in Axure RP. The client only realised this is not a live demo when we switched to the mobile version of the quiz during it. Client was asking if this is what they should expect to see in the live presentations, and we responded that we will be trying to stick with the look and functionality of this demo as close as we can. We also discussed how we are organizing ourselves and what roles are we assigning. The client asked what our technology stack was, Cameron answered that we are using C# and ASP .NET with hosting the SQL database on the Azure server for the backend. On the frontend, we are considering testing React but if the team is not feeling confident with it after a day or two, we will go back to a Bootstrap template. Client also enquired why did we decided for ASP .NET and our Engineering Practices. They recommended to set up a protection rule for the main branch, so people are not allowed to commit to it directly by mistake. We hoped to run a quiz for the whole team during the next meeting. We also asked for input on prioritizing our User Stories. We discussed our idea of having custom made quizzes that was not originally in the brief, so we decided to drop the priority and focus on main requirements first.**

**Team Meeting with Project Client, Monday 19th Oct / 11:00**

***This meeting has been recorded on Microsoft Teams – channel Team 9***

**We started the meeting with showing the client the demo of our product where the whole team was able to join, as we have mentioned the previous week. There was still some development work on the demo missing, such as visual indicators for the buttons to turn a certain colour when selected or displayed correct answer. We have also not implemented the validation to stop sending multiple answers for a single question yet. The team and the client played a quiz. Client mentioned showing a demo with bugs he was able to see was pretty brave and asked us if we think if it paid off. After that, client shared the feedback with us. They really liked the waiting lobby, especially the feature where you can see how many people have already joined the quiz. Client gave suggestions how to resolve the issues we were coming across with buttons, he suggested using radio buttons for the answers. Questions were interesting, but the leader board was very small when scaled on a large screen, so he suggested redesigning it. The client also really liked the design. He also commended us on meeting the expectations we set last week. Neja explained how the user testing will be done on Wednesday and Thursday. She also stressed the importance of building something robust by the end of the week, as the app didn’t yet have any input validation or handling edge cases scenarios. The client agreed that we should focus on making the app robust at this stage instead of adding new features. Client also asked where the app is being deployed (GitHub pages and Azure) and what database are we using for it (SQL).**

**Final Presentations to Project Client, Friday 23rd Oct / 15:45**

***Presentation materials and a pre-recorded video of the final presentation can be found under Appendices, this meetings minutes focus more on the feedback and questions***

***This meeting has been recorded on Microsoft Teams – channel Project Presentations***

**Cameron was leading the final presentation pitch. When it came to the live demonstration, we encountered some issues on his end and only made it to the stage where the host is asked to invite his friends to join but not actually start the quiz. The website was working for everyone else joining the quiz, even the Client. Since we ran out of time, we were not able to show the video of us playing the quiz. Client confirmed they were able to play the game while the presentation was ongoing. Their feedback was very positive, they commended us on our focus to create a robust playable product and confirmed we have met that goal. They also mentioned we had a strong tech stack and our team structure worked in our favour. They also commented that the visual and user experience design was very strong. They also liked the idea of dim design and neon signs that resembled an actual pub. Another point they brought up was our research into the problem and market had a really positive effect on the product, as we really understood why and how we are targeting it. This also made our vision for the product stronger and consequentially the purpose of the team. The client asked why we think our demo failed, Cameron looked up our website logs and noticed he did not set up his cookies, which was probably the reason for it. Our first question from another team was about our database and how did we source the questions. Cameron answered that we have been adding the questions to our database ourselves working on adding a few from different sources every day, to get the most diverse set possible and also to not depend on any other dataset. The second question was if we have any policies in place to mitigate the biases during user evaluation. Our feedback was completely anonymous, and we had a set instruction on how to conduct the testing if done in groups. We tested the product with our friends and family, so of course we were aware of the bias during the testing, but we tried to evaluate the feedback as objectively as possible. Another question was about our testing strategy for accessibility, to which we responded that up until the presentation this got pushed aside because of some more pressing problems. We were designing with accessibility in mind in the first place and will be going ahead with testing the suitability after the presentation on Friday. The last question was about us saying that the questions were non-educational. Cameron explained what he was actually describing was the quiz application design and feel, not the questions themselves. We wanted to design something that would differ from the quizzing tools used in the classroom settings, that’s why we chose a darker look for it, complimented by the neon signs.**