# Meeting Minutes

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** | **Week 6** | **Week 7** | **Week 8** | **Week 9** | **Week 10** |
| Monday | X | X | X | X |  | X | X | X |  |  |
| Wednesday | X | X |  | X | X | X | X | X |  | X |

## Week 1

### Monday

Our first meeting consisted of us becoming familiar with both each other and the project. During this time, we established our group expectations and setup necessary project assets. This allowed us to be prepared for the next workshop, entering it with an established GitHub, Facebook group and Jira to be able to continue with the task.

### Wednesday

We used our second workshop to develop a better understanding around User Stories and their requirements, achieved through performing the workshop activities as a group and seeking feedback. At the end of the tutorial we distributed our responsibilities for our project’s User Stories, segregating them by user type to be brought together at a later date.

## Week 2

### Monday

During our regular Monday meeting this week we began role distribution and dividing up responsibilities. The role distribution was primarily rigid, with the only Information Systems major taking their mandatory role as the client and one of our Computer Science majors volunteering to perform as Scrum Master with the assistance of our Information Systems student. Once these roles were established we reflected over our current User Story progress, helping each other as necessary and making sure everything was ready for the next workshop.

### Wednesday

For the workshop we took our existing User Stories which were mostly at this stage just title and description and began applying MoSCoW to them. During this process we also refined the stories and ensured that we had covered all the areas. Once the application of MoSCoW was complete, 4 team members began looking into future responsibilities we had to consider for our next stage while the remaining member ensured that all User Stories had the same formatting, numbering, MoSCoW standards and were centralised for submission.

## Week 3

### Monday

Our Monday meeting time was mostly utilised this week to plan out how we were going to handle the additional week we had received (due to Wednesday being a public holiday). We assigned people with their necessary tasks to accomplish during that time before our next Monday meeting. These tasks were designed to allow us to continue with project development before the submission of User Stories and Sprint Release Plan.

## Week 4

### Monday

We discussed what we had accomplished since our last Monday meeting, with large progress being made on the components necessary for release. We also used this time to perform a final check of the User Stories, finding that some were inconsistent/lacking in their story points. To remedy this, we revisited all of them as a group and ensured that we agreed on the state of each one. In doing so, we made sure to have all the information necessary to complete our release plan before submission on Wednesday.

### Wednesday

Our Wednesday meeting extended beyond the workshop as we completed the release plan as a team and performed all the final preparations for submission. The whole team remained after the workshop to ensure we all contributed to the first release plan, each assisting in the final deliberations.

## Week 5

### Wednesday

This workshop consisted of looking into implementing the User Stories we had identified in our release 1 plan. Part of this process was assigning mockups to different members which occurred naturally through people volunteering. Part of this mockup process therefore also included that we agree on a website structure and what we wanted each webpage to represent. We left this meeting with the understanding that we’d brainstorm on these points and discuss them at the next meeting.

## Week 6

### Monday

Our Monday meeting was centred around sharing our current progress into the mockups as well as distributing who would be handling certain artefacts such as the component, logical, physical and data flow diagrams. We began working on these in the meeting and left the meeting with the expectation that everyone would continue work on their components for Wednesday.

### Wednesday

We utilised this meeting to again continue our sharing of design ideas for the UI and progressing with our diagrams. A standard program for the creation of the mockups was also agreed upon with all future development and productions of the UI occurring within Balsamiq. Continued Git updating and management also occurred, with all existing mockups being placed within the necessary branch so they could be accessible to the whole group.

## Week 7

### Monday

During this time, we began distributing our UI designs and considering how they would be adapted into our Django project. We used the time also to create a stable, basic setup of Django to be placed on Git and act as a platform from which all future project progression would be made from and saved to.

### Wednesday

Our week 7 workshop meeting time was used to begin our first significant progress into integrating our User Stories into our Django project. To accomplish this, each user decided on which parts of the release plan they’d like to cover. Further discussion was also made in regards to reviewing and modifying existing diagrams, including the class diagram. This was done to ensure that everyone had a central clear image of how the website was going to be designed and structured.

## Week 8

### Monday

We used this time to revaluate the sprint plan, understanding what had been completed fully and what was still left to be completed. From these leftover tasks we again distributed them throughout the group with the goal of achieving equal contribution and giving everybody something to work on in the ongoing development toward the first release. We also again further revisited mockup designs and continued to discuss how they could be replicated within the Django service.

### Wednesday

This time was used to continue programming development on the website together, sharing debugging issues and any further concerns we had for how the current development was going. We also accomplished greater Git management, creating a “stable” branch along with the “development” branch to provide a solution for the issues we were noticing with our main version’s bug fixing. Before finishing our meeting, we ensured everyone understood their responsibilities and were able to continue work on the project beyond meeting times.

## Week 10

### Wednesday

Much of this workshop was spent revising the progress we made during our large break since the previous meeting. The group was introduced to each person’s progress and an explanation of which part of the release plan it was addressing. This also lead to more bugs being discovered and several members working to fix them so that there again was a stable version to work from. Personal portfolio artefacts were also discussed, with each team member making it clear what they were going to include to ensure there were no conflicts. We lastly discussed and began work on the retrospective and what needs to be completed for Friday submission.