

# Team Meeting

2 OCTOBER 2020 | 9:30 AM PST | DISCORD

## Attendees

Rachelle Gelden, *Tech Lead*  
Jeff Hatton, *QA Lead*  
Alex Qin, *Client Liaison*  
Parsa Rajabi, *Project Manager*

## Agenda

### Last Meeting Follow-up:



### New Business:

High Priority = Red

Med Priority = Orange

Low Priority = Green

| Topic of Discussion   | By | Action (Y/N) |
|---|----|--------------|
| → Standup ( <b>5 mins/person</b> - aim to bring down to <b>2 mins/person</b> ) <ul style="list-style-type: none"><li>◆ What have you done since the last time we met?</li><li>◆ What are you working on until the next time we meet?</li><li>◆ Do you have any road blockers?</li></ul>   | PR | N            |
| → Review the decision if we should continue to use toggl or not <ul style="list-style-type: none"><li>◆ Overall a good resource to use</li><li>◆ Another alternative way to measure progress</li><li>◆ <b>Decision made to continue to use</b></li></ul>  | PR | N            |
| → What do you want to do about questions we asked Twila in our email?   | RG | Y            |
| → Go over test strategy from meeting <ul style="list-style-type: none"><li>◆ Unit Testing - JEST</li><li>◆ Snapshot Testing - Testing Visual Components</li><li>◆ Manual Acceptance Testing - PR Review Stage</li><li>◆ Prior to any milestone - we will do a walk through</li><li>◆ CI/CD - All tests should pass prior to PR is approved/merged</li></ul> | RG | Y            |
| → <b>Bring up during today's class:</b> to ensure client agenda is updated by all teams prior to the meeting  |    |              |

|   |  |  |
|---|--|--|
| → Idea: what if someone chairs the meeting? |  |  |
| →   |  |  |

## Decisions

- ★ The team will continue to use Toggl as another way of measuring progress
- ★ FYI next client meeting is Thursday, Oct 8th at 1pm PST

## Action Items

Note: all action items should be made into GitHub issues

### Everyone

- ☐ React can be used with either Javascript or Typescript. Look into both JS and TS and state your preference for Wednesday's meeting
  - ☐ Typescript = more like Java (String/Int/Double) - <https://www.typescriptlang.org/>
  - ☐ Javascript = vanilla <https://www.javascript.com/>
- ☐ Review Twila's emails and extract information and add into data flow + requirements document

### Parsa

- ☐ To make data flow document for everyone to add
- ☐ To make a draft of requirements document

### Alex

- ☐ Learn Javascript, React.JS
- ☐ Make next agenda for External Meeting to email to the group
  - ☐ Please make sure to have the agenda up and ready **3-4 business days prior** to the meeting day
- ☐ Learn Snapshot Testing with Jest

### Rachelle

- ☐ Add 360 slides to Google drive / resources folder for Alex
- ☐ Add tutorials for React / Node / etc. for team to familiarize
- ☐ Rephrase confusing questions to Twila
- ☐ Create official testing document w/ help of Jeff

### Jeff

- ☐ Completing the Paypal investigating
- ☐ Load testing software
- ☐ Setup javascript app w/ JEST

### Questions for Bowen

1. Can we share storyboards with other teams on the same project? (refer Jaden's message in discord)
2. Do all three teams need to have the same requirements?

### Questions for Twila

1. [Scope Gathering](#)

### Future Items:

- Discuss git branch process of hotfix
  - Pull from master, PR into master, pull master into dev
- Testing
  - Jest
  -
- Server hosting
- Javascript vs Typescript