

Team Meeting

28 SEPTEMBER 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 (5 mins/person - aim to bring down to 2 mins/person) <ul style="list-style-type: none">◆ What have you done since the last time we met?◆ What are you working on until the next time we meet?◆ Do you have any road blockers?	PR	N
→ Github issues, Project board and PR tour <ul style="list-style-type: none">◆ Each person in charge of creating issues for their own action items from the meetings◆ Parsa/Rachelle in charge of creating issues for the all-team action items◆ Weekly/Recurring action items issues are to be made by Parsa	RG	N
→ Idea for future client meetings <ul style="list-style-type: none">◆ Split 60 minutes into 3 x 20 minutes◆ Every team gets an opportunity to ask questions and demo◆ Not good for immediate use but helpful for later down the road◆ Bring up during Friday's meeting: to ensure client agenda is updated by all teams prior to the meeting	PR	Y - Parsa to bring item up during Class
→ All future branch names will use the following format <ul style="list-style-type: none">◆ HTC(Issue #)/description-of-branch	RG	N

<ul style="list-style-type: none"> ◆ Example: HTC(10)/internal-meeting-notes ◆ HTC = Home Together Canada 		
<ul style="list-style-type: none"> → All future commits will use the following format <ul style="list-style-type: none"> ◆ HTC(Issue #): small summary of commit ◆ Example: HTC(15): internal meeting notes for 28/09/2020 	RG	N
<ul style="list-style-type: none"> → Our sprints will be Wednesday mornings until Tuesday evenings <ul style="list-style-type: none"> ◆ All documentation should be uploaded no later than 8pm ◆ Weekly toggl report should be uploaded no later 8 pm ◆ Git stat report should be ran and uploaded no later than 9pm 	PR	N
<ul style="list-style-type: none"> → Shared document on general worktimes? <ul style="list-style-type: none"> ◆ Opportunity for pair programming / working on documents together ◆ We all have other classes that require attention ◆ Action item: everyone should get an idea of what days/times you will be working on capstone 	JH	maybe?

Decisions

- ★ The PR Reviewer will be responsible to review AND merge the PR
- ★ Moving from 3 meetings to 2 meetings down the road? **IN ACTION STARTING OCTOBER 5th**
 - Monday meetings could be used for checking and stand up
 - Wednesday meetings could be used for retro
 - Friday meetings could turn into optional meeting

Action Items

Note: all action items should be made into GitHub issues

Everyone

- ☐ Read Twila's answers to our questions / other documents
- ☐ Everyone should get an idea of what days/times you will be working on capstone

Parsa

- ☐ Look into PM tools

Alex

- ☐ Learn more tests
 - ☐ Alex to **TRY** to make it to the 8 am meeting w/ Rachelle and Jeff on Thursday, Oct 1

Rachelle

- ❑ Clarify confusion around Twila's answers to our questions

Jeff

- ❑ Continue w/ Paypal integration into the website
 - ❑ Output: Get a general idea of what we need from Twila
 - ❑ Is this an item that requires our immediate attention: **No, it's a copy/paste process**

Questions for Bowen

1. Do teams need to have the same requirements for the same project?

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
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- Server hosting
- Javascript vs Typescript