Team Meeting

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	Time	Action (Y/N)
➤ Introduction to Meeting Notes	PR		N
➔ Team Git Exercise Check-in ◆ Add name to GitHub account like Parsa did ◆ Overall everyone found it okay to use ◆ It was a good exercise to get familiar with git / team ◆ The code tests were helpful to do ➔ Items to improve on for future ◆ Better commits messages, more specific ◆ Less commits as they affect the gitstat report	RG		N
➔ Version Control Discussion ◆ Intro to Git - https://git-scm.com/book/en/v2 ◆ Transitioning to the command line? ● Rachelle to send Alex/Jeff info	RG		Yes - All
➔ Answer Twila's Questions from Yesterday ◆ What is your strategy to make sure Twila is hearing you and vise-versa? ◆ What is your process going to be? ◆ What do you need from Twila and when? ◆ What tech stack are you going to be using to build the website?			Yes - Parsa

➔ Answers below ➔ Scope gathering questions			

➔ Project management software
    ◆ Update from Parsa
    ◆ Alex - Microsoft Project
    ◆ Jeff - YouTrack w/ plugins
    ◆ Rachelle - Trello, JIRA, Github issues/Code tree
➔ Plugins for Github issues
    ◆ Action - Confirmation from Bowen
	PR		Yes - Parsa

➔ 3 Meetings per week, and what they will be
    ◆ Stand-ups
        ● What did you work on?
        ● What are you working on today/tomorrow?
        ● Are there any road blockers?
    ◆ Sprint planning
    ◆ Retros
    ◆ Synchronous working sessions & pair programming
	PR		N

➔ Google Drive Tour	PR		N
➔			
➔ Tech-stack brainstorm	RG		N

➔ IDE Preferences
    ◆ Jetbrains education account using your student email
    ◆ Free student account
    ◆ Prep work, setting up the environment
	RG		Yes - Rachelle

➔			
➔			
➔			
➔			
➔			
➔			

Action Items

Everyone

- ❏ **Read the first 3 chapters Git textbook**
- ❏ **Create a student jetbrains account**

Parsa

- ❏ Write out answers to Twila
- ❏ Send email to Bowen
- ❏ Meeting with Alex to discuss External Meeting Notes
- ❏ Create Friday Meeting Notes

Alex

- ❏ Meet w/ Parsa to discuss External Meeting Notes
- ❏

Rachelle

- ❏ Give Alex/Jeff resources for git bash
- ❏ Send out info about jetbrains

Jeff

- ❏

Questions for Bowen

1. Is using git issues as the project's ticket tracking software mandatory? Or can we a different software (ie. Trello, Jira, etc)
2. Do we get free access to Jira license
3.

Questions for Twila

1. Who provides the information that is used for filtering? (i.e. having kids, pets)

Future Items:

Development

- ❏ Code Linter
- ❏ Tech Stack
- ❏ CI/CD
    - ❏ Jenkins

Project Management

- ❏ Agile - Scrum/Kanban
- ❏ Smartsheet?

What is your strategy to make sure Twila is hearing you and vise-versa?
- ❏ Regular check-ins and interactive demos
- ❏ Give her the deadlines for class
- ❏ Be transparent with the non-tech items
- ❏ Wireframe demos, early prototyping
    - ❏ Iterate until she is satisfied
- ❏ Active listening while she is addressing other groups
- ❏ Contact her through phone number / email to reach out
- ❏ Use numbers with her, measurable requirements

What is your process going to be?
- ❏ Requirement gathering
- ❏ Regular demos
- ❏ Testing
- ❏ Give detail comments about the project to allows her go in further without us
    - ❏ Give detail instructions to set up environment
- ❏ Agile development, constant feedback and adjustment
- ❏ Weekly reports by Parsa (extracted from standups)
- ❏ MVP

What do you need from Twila and when?
- ❏ Parsa to double check course schedule
- ❏ Project Charter
    - ❏ Requiremnt gathering
    - ❏ Scope **-- action all**
    - ❏ Out of scope
    - ❏ Budget etc.
- ❏

What tech stack are you going to be using to build the website?
- ❏ HTML / CSS
- ❏ React / JS
- ❏ Node.js instead of PHP
- ❏ Relational vs non-relational database
    - ❏ Explore some options and their advantages/disadvantages
- ❏ Map technology
    - ❏ Google Maps
    - ❏ ArcGIS
- ❏ Everyone on the team is very open to learning a new language