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)
➔ Standup **(5 mins/person** - aim to bring down to **2 mins/person)** ◆ 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	20	N
➔ Project Management Tool ◆ Github Issues ◆ Github Projects? ◆ Parsa to find plugins	PR		Y - Parsa
➔ Tracking hours worked? ◆ Discussion ◆ https://toggl.com/	PR		Y - Parsa
➔ Make sure everyone has a basic understanding of the project ◆ Home-Together-Canada ◆ Totally free ◆ Person-to-person ◆ Website / Web-app ◆ People who are looking for a home to share ◆ People who are offering a home to share ◆ People who are offering services to "homeowners" ● Local business	PR		N

	PR		Y - Parsa
➔ Know who your user groups are, and be able to think about how they each want to use the system differently ◆ People who are looking for a home to share ◆ People who are offering a home to share ◆ People who are offering services to "homeowners" ◆ Admin -- client	PR		Y - Parsa
➔ Timeline for each milestone ◆ Requirements - October 21st ◆ Peer Testing #1 - December 2nd ◆ Peer Testing #2 - March 3rd ◆ Final - April 21st	PR		N
➔ Agree with client and instructor on the features for each milestone ◆ Identify possible extra features if time allows ◆ Scope Gathering ◆ Everyone to come up with 3 questions before Monday meeting	PR		Y - all
➔ If your client is flexible on the tech stack: provide at least 3 options and document all pros and cons for each before letting your client make a choice ◆ COSC 499 - Potential Tech Stacks ◆ What type of data the client wants = determines type of DB (relational vs not relational)	RG		
➔ Prep for Tuesday's Client Meeting ◆ Come up with feature/scope questions ◆ Determine user groups ◆ Discuss Tech Stacks with Twila			
➔			

Decisions

★ Team will track their hours for this upcoming week and re-evaluate next Friday, Oct 2nd
★ React tech stack is the our most preferred stack out of all 3

Action Items

Everyone

- ❏ **Come up with 3 questions / per person to ask Twila to gather features + scope before Monday meeting**

Parsa

- ❏ Make google doc for feature/scope questions
- ❏ Put questions we have for Twila on next external meeting note
- ❏ Set up toggl for team

Alex

- ❏ Send out external meeting note to other groups and client
- ❏ Finish git book reading
- ❏ Set up jetbrains and toggl

Rachelle

- ❏ Create a document for Twila to choose Tech Stack
- ❏ Finish git book reading
- ❏ Send Jeff test doc

Jeff

- ❏ Finish git book reading
- ❏ Read over testing doc from Rachelle

Questions for Bowen

1.

Questions for Twila

1. Who provides the information that is used for filtering? (i.e. having kids, pets)
   a. This is very important bc it will affect our UML diagram for database
2. Does the site need to be functional/*consistent* on all three browsers (Chrome, Firefox, and Internet Explorer). Note that Internet Explorer is being discontinued in August 2021.
   a. Discuss what browsers are in scope vs out of scope
   b. i.e mobile is out of scope (?)

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
    - ❏ Requirement 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