TL + PM Meeting

Attendees

Rachelle Gelden, *Tech Lead*
Parsa Rajabi, *Project Manager*

Agenda

Last Meeting Follow-up:
- ❏

New Business:

Topic of Discussion	By	Action (Y/N)

➔ Review "Requirements" Milestone together
➔ Testing
   ◆ Jest
   ◆ Snapshot Testing
   ◆ Look into Jenkins and server hosting
	PR	

➔ Review Milestones and set up appropriate Milestones on repo ◆ Requirement Gathering and Initial Project Set up	RG	
➔ Review labels on repo and match with toggl	RG	

➔ Discuss who adds GitHub issues post meetings
   ◆ Each person in charge of their action items
   ◆ Parsa/Rachelle wil deal with team items
   ◆ Parsa will deal with recurring items
	RG	

➔ Review answer to Twila's questions	PR	

➔ Idea for client meetings
   ◆ Split the 60 minutes into 3 x 20 minute increments
   ◆ Allows all teams to discuss and add ideas
	PR	

Decisions

- ★ Our weeks will be Wednesday mornings until Tuesday evenings
  - 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
  - Note: all times are PST

- ★ Github issues and actions time
  - ○ Each person in charge of their action items
  - ○ Parsa/Rachelle in charge of all team actions
  - ○ Weekly/Recurring action items are to be made by Parsa
- ★ Parsa to upload all team meeting notes to github
- ★ Alex to upload all client meeting notes to github
- ★ All future branch names will use the following format
  - ○ HTC(Issue #)/description-of-branch
  - ○ Example: HTC(10)/internal-meeting-notes
  - ○ HTC = Home Together Canada

Action Items

Note: all action items should be made into GitHub issues

Everyone

- ❏

Parsa

- ❏ Add hotfix label to toggl
- ❏ Add issue to upload meeting notes to github

Alex

- ❏

Rachelle

- ❏ Add hotfix label to github

Jeff

- ❏

Questions for Bowen

1.

Questions for Twila

1. Scope Gathering

Future Items: