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	Action (Y/N)
➔ Standup ◆ 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? ◆ What is your availability for this course until the standup?	PR	N
➔ Slack Best Practices ◆ Channels • Client-communication ○ Messages from and to Twila • Development ○ PR / Technical Items • Documentation ○ Every documentation except meeting notes • General ○ 499 Related General Discussion • Meetings ○ Meeting notes and discussion • QA ○ Tests / QA Items • Random ○ Non-499 related ◆ **Please use threads as much as possible!**	PR	N

- ◆ Alerts
    - ● @Channel (messages everyone regardless if they are online or offline)
        - ○ Very important AND urgent i.e servers are on fire. **Avoid unless necessary** (i.e we are close to a deadline and something goes wrong and you need someone's help)
    - ● @Here (messages everyone online and not people who are offline)
        - ○ Important OR time sensitive i.e looking for a PR Review
    - ● @Person-Name
        - ○ Direct communication in channels, asking a question etc. Allows for others to chime in
        - ○ I.e @Jeff can you explain why my tests are not running
    - ● No Mention
        - ○ General information that is not urgent and FYI
- ➔ Slack Tips:
    - ◆ /remind - remind yourself/others/channel about something
    - ◆ Set status when you are away from a long time and will not be checking slack. Ie. will be away all weekend
    - ◆ Add code between `int i = "code";` to make it easier to read
    - ◆ Add long text between ``` Long text goes here ```
    - ◆ Remind yourself of a specific message
        - ● Triple Dots -> Remind me about this -> Select when
    - ◆ /giphy add gifs to make your messages fun
    - ◆ Please refer to the channel topics (at the top of the application) to see some shortcut links

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Notes
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Decisions

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Action Items

Note: all action items should be made into GitHub issues

Everyone

- ❏ **Complete all items in
  https://github.com/rachellegelden/Home-Together-Canada/issues/95 Before
  Wednesday's meeting!**

Parsa

- ❏ Linter
- ❏ Add questions client meeting

Alex

- ❏ Meeting Rachelle and Jeff for UML today at 5 pm
- ❏ Finish up wireframe revisions by 5 pm today

Rachelle

- ❏ TravisCI
- ❏ Database Models
- ❏ Connecting Express and React

Jeff

- ❏ Finish Tutorials
- ❏ Familiar with Jest

Questions for Bowen

1.

Questions for Twila

1.

Future Items:

1.