CTP Refactor Presentation |MINUTES

Meeting date | time 2/9/2022 9:00 AM to 9:45 AM

Meeting location B219 Cégep Heritage College

# Attendees

|  |  |  |
| --- | --- | --- |
| Cameron Radmore  Christopher Elliott | Dev Team  Project Manager |  |
| David House | Assistant Project Manager |  |
| Francis Manning | Dev Team, Scribe |  |
| Kyle Radmore | Dev Team |  |
| Santiago Cifuentes | Dev Team, Scribe |  |
| Serge Arseneault | Dev Team |  |
| Shuai Yan | Dev Team |  |
|  |  |  |

# Invited but Did Not Attend

|  |  |
| --- | --- |
| Allan McDonald | Project Owner |

# SubjecT

Presented the refactor changes that were made during the refactor sprint to the project manager.

# Discussion Topics

**Presentation comments:**

* **Complex logic**
  + Add block comments to describe what the code does.
  + Describe the logic.
* **Presenting**
  + Avoid showing the negative side to the client.
  + Speak up depending on the surroundings.
* **Course view**
  + “Add” feature for activity is not obvious when looking at it for the first time.

# Decisions

|  |  |
| --- | --- |
| D1 | Break off tasks into smaller tasks if they exceed 3 hours. |
| D2 | Work in 2-3 people team when working on a user story depending on the size of this one. |
| D3 | Team members can take any tasks from their assigned user story. |
| D4 | Deploy the application on cstest so that the client can test it on their own. |

# Actions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A1 | Santiago Cifuentes,  Francis Manning | Complete Meeting Minutes | Closed | February 9, 2022 |
| A2 | Kyle Radmore | Deploy to cstest | Closed | February 9, 2022 |
| A3 | David House | Email Meeting Minutes + cstest link | Closed | February 9, 2022 |

# Follow up and next steps

* No follow up