CTP Sprint 1 Review |MINUTES

Meeting date | time 1/26/2022 11:00 AM to 11:50 AM

Meeting location Discord

# Attendees

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

# Invited but Did Not Attend

N/A

# SubjecT

To review the accomplishments and confirm the completed user stories from Sprint 1

# Discussion Topics

* Code standard changes
  + Determine when to use static or object methods
  + How objects should be instantiated
  + How code lines should be indented
* Budget Table
  + Everyone agreed upon same person hours and start dates for sprints
* Rubric
  + Remove “Part F – Rubric analysis and proposal” since no one had suggestions for the rubric,
* Discuss refactoring and prioritization
* Re-prioritize backlog user stories

# Decisions

|  |  |
| --- | --- |
| D1 | Use static methods when the code does not depend on the object’s attributes |
| D2 | Instantiate objects using <ObjectType> <ObjectName> = new() format |
| D3 | Agreed upon total person hours and start date for sprints |
| D4 | Remove “Part F – Rubric analysis and proposal” since no one had suggestions for the rubric, |
| D5 | Give ownership for workflow |
| D6 | Have a consistent Peer review schedule, test more often. |
| D7 | Ensure Scrums take place at the begining and end of each class, make sure to ask questions during the scrum, especially about the workflow. |

# Actions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A1 | Kyle Radmore | Email Allan about Clara Courses Winter 2022 | Open | January 26, 2022 |
| A2 | Serge Arseneault | Update Action Item Register | Open | January 26, 2022 |
| A3 | David House | Update Lessons Learnt tab | Closed | January 26, 2022 |
| A4 | Cameron Radmore | Complete Meeting Minutes | Closed | January 26, 2022 |

# Follow up and next steps

* Finish prioritizing backlog
* Review other people’s presentation slides
* Update team upon action completion