

21/02 Agenda

Week 2 meeting with TA

Location: DW IZ 4

Date: 21/02/2023

Start time: 14:30

End time: 15:45

Attendees:

Agenda items

14:30 - 14:35

Opening by chair and check in with the group

14:35 - 14:50

Approval of the agenda and any additions

14:50 - 15:10

Final check code of conduct and make any necessary changes

14:55 - 15:20

Discuss backlog draft and distribute work

15:20 - 15:30

Possibly outline plan of action

15:30 - 15:35

Summary of action points, who what and when

15:35 - 15:40

Feedback round - what went well, what can be improved upon for next time, and is there anything we missed?

15:40 - 15:45

Question round before we close the meeting

15:45

Closure

Chair Notes:

Ask TA:

- about booking project room in Drebbelweg
- How much of the process grade will be determined in the TA meetings

Backlog draft:

- for the draft, let's focus on the bigger picture and a more superficial level so we are all on the same page on what we want to create.

- Who are the stakeholders
 - what is our key terminology
 - Work through a mockup together so we all understand the general flow
 - From a private user and public access user perspective
 - User story : epic, user story, acceptance criteria
 - Who → What → Why
 - Use case (System requirements)
 - Flow graph / scenario
 - Failure cases
1. Rough list of requirements from what we have/know so far
 2. Classify and organize requirements into similar clusters (Must / should / could have)
 3. Prioritize requirements, and make sure that aligns with the clients vision
 4. Formalize and remove ambiguity as best we can

Plan of action / Workflow:

- What is our work-flow going to look like?
 - Focus in on elements individually and complete them one at a time
 - Work from the ground up, getting the base down and refining it as we go