ASX Master 2017

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| Minutes | 10.03.2017 | 2:00pm to 3:30pm | Building 56/10 |

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| Meeting called by | Team |
| Type of meeting | Initial Meeting |
| Timekeeper | Paul Monteros |
| Attendees | Andrew Sekulovski, Christopher De Maria, Paul Monteros |

## Agenda topics

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| 10 mins | Deciding Roles of the group | Entire Team |

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| Discussion |  | | |
| We briefly talked about the roles that are needed in a SCRUM environment and who should be taking what role. Andrew volunteered to be the product owner for the week and Paul volunteered to be the Scrum Master. | | | |
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| Conclusions |  | | |
| Andrew will be the product owner; in charge of talking to the client.  Paul will be the Scrum Master; in charge of mediating and resolving and issues that occur with and around the team. | | | |
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| Action items | | Person responsible | Deadline |
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| 20 mins | Software & Languages | Entire Team |

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| Discussion |  | | |
| We spoke about the software that we will be using through the life of the project. Github was discussed regarding the repository to store all the code so it is available to all members of the team. In addition the team were discussing what languages we could use to build the system in an efficient way.  Laravel was an option mentioned by Christopher as he has had some experience with the software. He briefly explained how it worked and it seemed like it fit well with the development of the system. HTML will also be used as well as bootstrap as a means to build the frontend of the web application. | | | |
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| Conclusions |  | | |
| We will be using Laravel to assist with the backend development of the system to connect to the database and the API of the ASX. In addition, Christopher is going to set up the git repository ready by next meeting in order to start coding. | | | |
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| Action items | | Person responsible | Deadline |
| Set up Git Repository | | Christopher De Maria | 17.03.17 |
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| 20 mins | User Stories | Entire Team |

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| Discussion |  | | |
| We spoke with Ali regarding the requirement specification that was given. Realizing that we were asking too many technical questions, after assistance, we soon changed the direction of work flow. Instead of focussing on the technicalities of the system, we chose to speak about how we are going to deliver the product and how we visualise the system behaving and its appearance.  In order for the product backlog to begin, the team understood that User Stories must be completed so that the features of the system and completely grasped. We discussed the templates for the user stories and that there must be stories for all actors of the system. We decided to create stories for both the Player of the system and the Admin of the system. | | | |
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| Conclusions |  | | |
| Paul has volunteered to do the user stories for the Player.  Christopher has volunteered to do the user stories for the Administrator of the system. | | | |
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| Action items | | Person responsible | Deadline |
| Create user stories for the Player | | Paul Monteros | 17.03.17 |
| Create user stories for the Administrator | | Christopher De Maria | 17.03.17 |

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| 20 mins | Wireframes/Mockup | Andrew Sekulovski |

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| Discussion |  | | |
| Andrew took on the task of completing the wireframes for the system. We discussed how we want to structure the system on the desktop page, as well as making it responsive for mobile and tablet. *Very* rough wireframes were drawn to illustrate how the system were to potentially look and act.   All team members had input on how we would like to position the elements on the page to ensure a simple and positive user experience, as well as present the data in an appealing manner. | | | |
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| Conclusions |  | | |
| Andrew will be doing the wireframes for the system so that we can present the client with a vision of what their system will look like. | | | |
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| Action items | | Person responsible | Deadline |
| Create wireframes for desktop | | Andrew Sekulovski | 17.03.17 |
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| 20 mins | Work Breakdown Structure | Entire Team |

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| Discussion |  | | |
| The team discussed managing the tasks that will need to be completed in order to deliver a potentially shippable product at the end of each sprint. As a team we decided that we should use a WBS in order to time manage the deadline effectively.   A gantt chart along with the work breakdown structure is an effective way to illustrate the allocated time estimated for each sprint and the tasks that should be completed within life of the project. | | | |
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| Conclusions |  | | |
| The team decided to create a WBS/Gantt Chart to assist with the project delivery in terms of the deadline. Andrew will be doing a WBS/Gantt chart before next meeting - where we will be discussing how to refine and improve the WBS so the whole team comes to unified agreement that the WBS is correct. | | | |
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| Action items | | Person responsible | Deadline |
| Create a WBS for the project | | Andrew Sekulovski | 17.03.17 |
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| Observers |  |
| Resource persons |  |
| Special notes | Team discussed finding a new team member as one of the members moved to the Wednesday tutorial, so we have lost a team member. Issue to be resolved before next meeting on 17.03.17. |