

# Milestone One

## Sprint 0

Programming Project

### Meeting Agenda

Alana Tobgui (s3760538)

Yasiru Kodikara (s3659489)

Klarke Douvin Higuít Rueda (s3646771)

Andong Wang (s3665452)

Team: PP1-MON1630-TEAM02

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#### PROJECT 4

#### Daily Standup Meeting No: 1

##### MEETING DETAILS

DATE:	13/03/2021
TIME:	9:00 pm
VENUE:	Microsoft Teams
ATTENDEES:	Alana Tobgui, Andong Wang , Klarke Rueda, Yasiru Kodikara
APOLOGIES:	N/A
COPY TO:	

## AGENDA

### 1. FIRST AGENDA :

- INTRODUCTIONS
- DISCUSSION ABOUT GROUP MEMBER SKILLS AND ROLES
- HIGHLIGHTING SOME WEEK 3 SUBMISSION SPECIFICATIONS

### 2. SECOND AGENDA:

- PLANNING DAILY STANDUPS
- DISCUSSING SUPERVISOR MEETING TIMES
- CONFIRMING THE MEETING TIME FOR THE NEXT GROUP STANDUP

## PROJECT 4

### Daily Standup Meeting No: 2

#### MEETING DETAILS

DATE:	14/03/2021
TIME:	7:30 pm
VENUE:	Microsoft Teams
ATTENDEES:	Alana Tobgui, Andong Wang , Klarke Rueda, Yasiru Kodikara
APOLOGIES:	N/A
COPY TO:	

## AGENDA

#### FIRST AGENDA :

- DISCUSSION ABOUT PROJECT 4
- SETTING UP TRELLO BOARD

#### SECOND AGENDA:

- ASSIGNING TASKS-TO-DO BETWEEN GROUP MEMBERS  
YASIRU KODIKARA - PLAN SPRINT 0, FINALISE MEETING MINUTES FOR TODAY  
KLARKE RUEDA - WORK ON USER STORIES AND ACCEPTANCE CRITERIA  
ANDONG WANG - RESEARCH ABOUT DATABASE, CREATE GITHUB REPO  
ALANA TOBGUI- PLANING FRONT END , PLANNING FUTURE TASKS, PREPARING QUESTIONS TO ASK SUPERVISOR FOR TOMORROW
- STARTING A NEW DOCUMENT TO BRAINSTORM IDEAS FOR DATABASE QUESTIONS
- AT WHICH HOUR OF THE DAY DID THE HIGHEST NUMBER OF PARKING EVENTS HAPPEN?
- ON WHICH STREET DID THE HIGHEST PERCENTAGE OF PARKING EVENTS RESULT IN AN INFRINGEMENT?
- IN WHICH AREA DID THE HIGHEST NUMBER OF INFRINGEMENTS OCCUR?
- WHAT IS THE MEAN/MEDIAN VALUE OF THE DURATION OF PARKING EVENTS?
- IN WHICH AREA DID PEOPLE PARK FOR THE LONGEST/SHORTEST DURATION ON AVERAGE?
- AT WHICH HOUR DID THE HIGHEST PERCENTAGE OF PARKING EVENTS RESULT IN AN INFRINGEMENT?
- WHICH AREA HOLDS THE SHORTEST DURATION OF PARKING?
- WHICH AREAS HOLD THE LONGEST DURATION OF PARKING
- DO THE NUMBER OF INFRINGEMENTS INCREASE WITH SHORT DURATION PARKING OR LONG DURATION PARKING?

## PROJECT 4

### Daily Standup Meeting No: 3

#### MEETING DETAILS

DATE:	15/03/21
TIME:	4:45 pm
VENUE:	Microsoft Teams
ATTENDEES:	Alana Tobgui, Andong Wang , Klarke Rueda, Yasiru Kodikara, Vindaya Senadheera
APOLOGIES:	N/A
COPY TO:	

## AGENDA

#### FIRST AGENDA :

- FIRST MEETING WITH SUPERVISOR
- DISCUSSION ABOUT PROJECT 4 DATA ANALYTICS
- TALKING ABOUT PROJECT CHARTER AND BUSINESS DELIVERABLES
- DISCUSSION ABOUT USER STORIES AND ACCEPTANCE CRITERIA

#### SECOND AGENDA:

- DISCUSSION ABOUT QUESTIONS WE NEED TO ANSWER AND ANALYSE FOR THE BUSINESS REPORT

BRAINSTORMING DATABASE QUESTIONS AND BUSINESS DELIVERABLES

COUNCIL: INVESTIGATE IN AREAS WHERE A LARGE NUMBER OF INFRINGEMENTS OCCUR, TO DETERMINE WHETHER THERE NEEDS TO BE MORE PARKING IN THE AREAS, OR THE PARKING TIME OF EXISTING SPACES NEED TO BE INCREASED.

PROPOSAL:

WE WORK AT THE COUNCIL

- ASSIGNING ROLES AND TASKS :
- ALANA TOBGUI - SCRUM MASTER/ PROJECT CHARTER
- ANDONG WANG - PRODUCT SPONSOR/ USER STORIES
- YASIRU KODIKARA - DOCUMENTATION/ SPRINT AND PRODUCT BACKLOG
- KLARKE RUEDA - DOCUMENTATION/ USER STORIES

## PROJECT 4

### Daily Standup Meeting No: 4

#### MEETING DETAILS

DATE:	16/03/21
TIME:	7:30 pm
VENUE:	Microsoft Teams
ATTENDEES:	Alana Tobgui, Klarke Rueda, Yasiru Kodikara
APOLOGIES:	Andong Wang
COPY TO:	

## AGENDA

#### FIRST AGENDA :

- DISCUSSION ABOUT FRONT END WEBSITE , REPORT STRUCTURE , PROJECT CHARTER
- DISCUSSING WHAT EVERYONES DONE SO FAR

ALANA TOBGUI - WORKING ON FRONT END DEVELOPMENT ON WEBSITE AND  
PREPARING PROJECT CHARTER DRAFT FOR SUPERVISOR, TROUBLESHOOTING ISSUES  
WITH JUPYTER DATABASE

YASIRU KODIKARA- WORKING ON THE SPRINT 0 BACKLOG, PRODUCT BACKLOG ,  
SPRINT PLANNING

KLARKE RUEDA - WORKING ON USER STORIES

- DISCUSSION ABOUT MILESTONE 1 REQUIREMENTS
- UPDATING TRELLO BOARD WITH NEW TASKS

## PROJECT 4

### Daily Standup Meeting No: 5

#### MEETING DETAILS

DATE:	18/03/21
TIME:	4:30 pm
VENUE:	Microsoft Teams
ATTENDEES:	Alana Tobgui, Andong Wang , Klarke Rueda, Yasiru Kodikara
APOLOGIES:	n/a
COPY TO:	

## AGENDA

#### FIRST AGENDA :

- DISCUSSION ABOUT PRODUCT BACKLOG  
SUGGESTION: UPDATE DEFINITION OF DONE WITH MORE DETAILED STEPS LIKE DATA CLEANING AND OTHER STEPS  
SUGGESTION: PLANS TO IMPROVE PARKING AROUND METROPOLITAN MELBOURNE USER STORY  
SUGGESTION: MAKE THE FORMAT LOOK MORE PROFESSIONAL
- REVIEWING USER STORIES AND ACCEPTANCE CRITERIA

#### SECOND AGENDA :

- TALKING ABOUT WHAT EVERYONE HAS DONE SO FAR  
  
ALANA TOBGUI - SENT PROJECT CHARTER DRAFT AND AWAITING RESPONSE FROM TUTOR, WORKING ON FRONT END AND DATABASE, MANAGING GITHUB  
  
YASIRU KODIKARA - STARTED PRODUCT BACKLOG, REVIEW USER STORIES, REFINING SPRINT BACKLOG  
  
ANDONG WANG- WORKING ON PYTHON SCRIPT FOR DATABASE, ADDING MORE USER STORIES  
  
KLARKE RUEDA - FINISHED ADDING USER STORIES, WORKED ON ACCEPTANCE CRITERIA
- UPDATING TRELLO BOARD WITH NEW TASKS

## Daily Standup Meeting No: 6

### MEETING DETAILS

DATE:	19/03/21
TIME:	7:30 pm
VENUE:	Microsoft Teams
ATTENDEES:	Alana Tobgui, Andong Wang , Klarke Rueda, Yasiru Kodikara
APOLOGIES:	n/a
COPY TO:	

## AGENDA

### FIRST AGENDA :

- REVIEW OF WHAT EVERYONE HAS DONE SO FAR
- AWAITING TUTOR'S RESPONSE FOR THE PROJECT CHARTER DRAFT
- DISCUSSION ABOUT USER STORIES AND PRODUCT BACKLOG
- DISCUSSION ABOUT MILESTONE 1 SUBMISSION

### SECOND AGENDA:

- REVIEWING TRELLO BOARD AND TASKS THAT NEED TO BE DONE
- ALLOCATION OF NEW TASKS ON TRELLO
- DECISION TO MOVE ALL USER STORIES FROM GOOGLE DRIVE TO TRELLO
- EVERY GROUP MEMBER REFINING THE SPRINT BACKLOG

## Daily Standup Meeting No: 7

### MEETING DETAILS

DATE:	20/03/21
TIME:	9:00 pm
VENUE:	Microsoft Teams
ATTENDEES:	Alana Tobgui, Andong Wang , Klarke Rueda, Yasiru Kodikara
APOLOGIES:	n/a
COPY TO:	

## AGENDA

### FIRST AGENDA :

- REVIEW
  - ALANA- WORKING ON PROJECT CHARTER
  - ANDONG - ADDED MORE USER STORIES
  - KLARKE- ADDED SOME USER STORIES TO TRELLO
  - YASIRU - WORKED ON SPRINT BACKLOG

### SECOND AGENDA :

PREPARING EVERYTHING FOR MILESTONE 1 SUBMISSION

YASIRU - BURNDOWN CHART, SPRINT RETRO

ANDONG - SPRINT REVIEW, REFINE USER STORIES

KLARKE- REFINE USER STORIES

ALANA- PROJECT CHARTER, UPLOAD EVERYTHING TO GITHUB, PREPARING MEETING MINUTES FOR TUTOR MEETING, PREPARING PDF FILE AND ZIP FOLDER FOR SUBMISSION

## Daily Standup Meeting No: 8

### MEETING DETAILS

DATE:	21/03/21
TIME:	7:30 pm
VENUE:	Microsoft Teams
ATTENDEES:	Alana Tobgui, Andong Wang , Klarke Rueda, Yasiru Kodikara
APOLOGIES:	n/a
COPY TO:	

## AGENDA

### FIRST AGENDA :

- DISCUSSION ABOUT PROJECT CHARTER , SPRINT RETRO AND BURNDOWN CHART
- DISCUSSION ON ISSUES WITH TRELLO BURNDOWN CHART AND SOLVING THEM
- REFINING AND REVIEWING THE SPRINT REVIEW DOCUMENT AND SPRINT RETRO- FIXING A FEW GRAMMAR MISTAKES AND ADDING MORE DETAIL INTO THE DOCUMENT ALONG WITH A COMPLETE BURNDOWN CHART
- PRODUCT BACKLOG - UPDATED THE USER STORIES TO MAKE IT LOOK MORE PROFESSIONAL

### SECOND AGENDA :

- SINCE THE MILESTONE 1 SUBMISSION IS TOMORROW , ALL OF THE GROUP MEMBERS USED THE MEETING TIME TO FINALISE AND PREPARE THE SPRINT DOCUMENTS AND LINKS  
ALANA - PREPARING PDF AND ZIP FILES FOR SUBMISSION, UPLOADING DOCUMENTS TO GITHUB, WORKING ON SPRINT BACKLOG  
YASIRU- ADDED MORE ACCEPTANCE CRITERIA FOR THE UPDATED USER STORIES 1-9, COMPLETED MEETING MINUTES  
KLARKE- UPDATE TRELLO BOARD WITH NEW USER STORIES  
ANDONG- ADDED MORE ACCEPTANCE CRITERIA FOR THE UPDATED USER STORIES 10-18
- SHARED GOOGLE DRIVE WITH THE TUTOR