**Software Engineering: Process & Tools**

**Assignment 1: Milestone 2 Meeting Minutes**

Meeting 1

Meeting time: 2:00PM – 3:00PM

Meeting date: 05/09/2019

General Notes

* Schedule meetings with at minimum 1 days’ notice
* Paired programming/meet to work on code to prevent roadblocks

To do

* Central Authentication user stories/backlog items/Definition of Done
* Sprint 2 plan
* Calendar back end commencement
* Integration of calendar back end and front end when back end is completed
* Continue front end of the calendar
* Add new features to the front end
* Next API commencement
* Set up trello to reflect the git flow

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| **What did we do since the last meeting?** | |
| Duncan | Separate trello tasks |
| Mohammed | First proper git flow set up |
| Saad | Wrote a version of the backend code |
| Thien | Continuation of frontend code of the calendar |
| Tharvind | Wrote a version of the back end |
| GROUP | Mostly set up for sprint 2, ironing out some misunderstandings |

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| **What will be done by the next meeting?** | |
| Duncan | Second API documentation, sprint 2 plan, set up trello according to git flow set up |
| Mohammed | Set up git flow to Homy’s expectations, rudimentary front end for the second API |
| Saad | Work on calendar back end |
| Thien | Set up rudimentary front end for the second API |
| Tharvind | Work on calendar backend |
| GROUP | Allowing us to begin the second API, working towards the goal of 2 APIs |

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| **What roadblocks did we run into since the last meeting?** | |
| Duncan |  |
| Mohammed |  |
| Saad |  |
| Thien |  |
| Tharvind |  |
| GROUP |  |

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| Duncan |  |
| Mohammed |  |
| Saad |  |
| Thien |  |
| Tharvind |  |
| GROUP |  |

Meeting #

Meeting time:

Meeting date: 09/09/2019

General Notes

To do

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| **What did we do since the last meeting?** | |
| Duncan |  |
| Mohammed |  |
| Saad |  |
| Thien |  |
| Tharvind |  |
| GROUP |  |

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| **What will be done by the next meeting?** | |
| Duncan |  |
| Mohammed |  |
| Saad |  |
| Thien |  |
| Tharvind |  |
| GROUP |  |

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| --- | --- |
| **What road blocks did we** | |
| Duncan |  |
| Mohammed |  |
| Saad |  |
| Thien |  |
| Tharvind |  |
| GROUP |  |

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| Duncan |  |
| Mohammed |  |
| Saad |  |
| Thien |  |
| Tharvind |  |
| GROUP |  |

Meeting #

Meeting time:

Meeting date: 11/09/2019

General Notes

To do

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| --- | --- |
| **What did we do since the last meeting?** | |
| Duncan |  |
| Mohammed |  |
| Saad |  |
| Thien |  |
| Tharvind |  |
| GROUP |  |

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| **What will be done by the next meeting?** | |
| Duncan |  |
| Mohammed |  |
| Saad |  |
| Thien |  |
| Tharvind |  |
| GROUP |  |

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| --- | --- |
| **What road blocks did we** | |
| Duncan |  |
| Mohammed |  |
| Saad |  |
| Thien |  |
| Tharvind |  |
| GROUP |  |

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| Duncan |  |
| Mohammed |  |
| Saad |  |
| Thien |  |
| Tharvind |  |
| GROUP |  |

Meeting #

Meeting time:

Meeting date: 16/09/2019

General Notes

To do

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| **What did we do since the last meeting?** | |
| Duncan |  |
| Mohammed |  |
| Saad |  |
| Thien |  |
| Tharvind |  |
| GROUP |  |

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| **What will be done by the next meeting?** | |
| Duncan |  |
| Mohammed |  |
| Saad |  |
| Thien |  |
| Tharvind |  |
| GROUP |  |

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| --- | --- |
| **What road blocks did we** | |
| Duncan |  |
| Mohammed |  |
| Saad |  |
| Thien |  |
| Tharvind |  |
| GROUP |  |

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| Duncan |  |
| Mohammed |  |
| Saad |  |
| Thien |  |
| Tharvind |  |
| GROUP |  |

Meeting #

Meeting time:

Meeting date: 18/09/2019

General Notes

To do

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| **What did we do since the last meeting?** | |
| Duncan |  |
| Mohammed |  |
| Saad |  |
| Thien |  |
| Tharvind |  |
| GROUP |  |

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| **What will be done by the next meeting?** | |
| Duncan |  |
| Mohammed |  |
| Saad |  |
| Thien |  |
| Tharvind |  |
| GROUP |  |

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| --- | --- |
| **What road blocks did we** | |
| Duncan |  |
| Mohammed |  |
| Saad |  |
| Thien |  |
| Tharvind |  |
| GROUP |  |

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| Duncan |  |
| Mohammed |  |
| Saad |  |
| Thien |  |
| Tharvind |  |
| GROUP |  |

Meeting #

Meeting time:

Meeting date: 24/09/2019

General Notes

To do

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| **What did we do since the last meeting?** | |
| Duncan |  |
| Mohammed |  |
| Saad |  |
| Thien |  |
| Tharvind |  |
| GROUP |  |

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| **What will be done by the next meeting?** | |
| Duncan |  |
| Mohammed |  |
| Saad |  |
| Thien |  |
| Tharvind |  |
| GROUP |  |

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| --- | --- |
| **What road blocks did we** | |
| Duncan |  |
| Mohammed |  |
| Saad |  |
| Thien |  |
| Tharvind |  |
| GROUP |  |

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| Duncan |  |
| Mohammed |  |
| Saad |  |
| Thien |  |
| Tharvind |  |
| GROUP |  |

Meeting #

Meeting time:

Meeting date: 25/09/2019

General Notes

To do

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| --- | --- |
| **What did we do since the last meeting?** | |
| Duncan |  |
| Mohammed |  |
| Saad |  |
| Thien |  |
| Tharvind |  |
| GROUP |  |

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| --- | --- |
| **What will be done by the next meeting?** | |
| Duncan |  |
| Mohammed |  |
| Saad |  |
| Thien |  |
| Tharvind |  |
| GROUP |  |

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| --- | --- |
| **What road blocks did we** | |
| Duncan |  |
| Mohammed |  |
| Saad |  |
| Thien |  |
| Tharvind |  |
| GROUP |  |

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| --- | --- |
|  | |
| Duncan |  |
| Mohammed |  |
| Saad |  |
| Thien |  |
| Tharvind |  |
| GROUP |  |