Meeting Minutes

Weekly Meeting with Team

Meeting No: 1

Meeting Details

Date:	31/07/2020 [5:00 PM – 6:30 PM (AEST)]
Venue:	MS Teams
Attendees:	Jeremy Chung Yeu Haw Teh Pemal Padukkage
Apologies:	N/A

Information / Decisions

No.	Item
1	Prepare for Progress Update with Dipto (Week 3)
2	Discuss Tools (Communication Tools) and Protocols
3	Discuss Project Specifications with emphasis on Requirements
4	Jira Board Creation: https://sept-team.atlassian.net/

Action Items

No.	Item	Who	By
1	Update Product Backlog	TEAM	5/08/2021
2	Update User Stories from Product Backlog Items	TEAM	5/08/2021
3	Register Group/Decide on Group Name on Canvas [Refer to 1.3 - Para 1 [Spec Sheet]]: https://rmit.instructure.com/courses/79623/groups	TEAM	1/08/2021

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 2

Meeting Details

Date:	05/08/2021 [8:30 PM – 10:00 PM (AEST)]
Venue:	MS Teams/Collaborate Ultra
Attendees:	Jeremy Chung Yeu Haw Teh Pemal Padukkage
Apologies:	N/A

Information / Decisions

No.	Item
1	Milestone-1 Scope Clarification
2	Sprint Backlog Item Choices for Milestone-1

Action Items

No.	Item	Who	By
1	Update Product Backlog	TEAM	5/08/2021
2	Update User Stories from Product Backlog Items	TEAM	5/08/2021
3	Add Product Backlog Items to the Sprint Backlog	TEAM	5/08/2021
4	Create Tasks from Sprint Backlog and add to Jira	TEAM	5/08/2021
5	Estimate Backlog Items	TEAM	5/08/2021

Meeting Minutes

Weekly Meeting with Team

Meeting No: 3

Meeting Details

Date:	07/08/2021 [5:00 PM – 6:30 PM (AEST)]
Venue:	MS Teams
Attendees:	Jeremy Chung Yeu Haw Teh Pemal Padukkage
Apologies:	N/A

Information / Decisions

No.	Item
1	Discuss Sprint Backlog
2	Discuss Spring Boot and Backend
3	Discuss Jira Usage (Tool Usage)
4	Discuss Wireframe and design - (Based on your backlog stories)
5	Discuss "Architecture/Design Description" as per M1 Submission Requirements

Action Items

No.	Item	Who	By
1	Update Sprint Backlog	TEAM	7/08/2021
2	Update Jira Board	TEAM	7/08/2021
3	Fix Definition of Done for all PBIs	TEAM	7/08/2021

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 4

Meeting Details

Date:	12/08/2021 [8:30 PM – 10:00 PM (AEST)]
Venue:	MS Teams/Collaborate Ultra
Attendees:	Jeremy Chung Yeu Haw Teh Pemal Padukkage
Apologies:	N/A

Information / Decisions

No.	Item
1	Sprint Retrospective based on Sprint Planning
3	Discuss "Wireframe and Design" as a Submission Item
4	Discuss Submission Format, Time [Friday || Saturday 11 PM vs 9 PM vs Midnight; etc.]
5	Consider Test-Case Documentation for Code as a safeguard

Action Items

No.	Item	Who	By
1	Fix Definition of Done in Product Backlog	TEAM	12/08/2021
2	Assign Tasks in Sprint Backlog	TEAM	12/08/2021
3	Setup a Repository and setup an "Emergency Base-Code" to compile for Milestone-1	TEAM	12/08/2021
4	Add Sprint Backlog to Jira after Reviewing it	TEAM	12/08/2021
5	Start Wireframe and Design	YEU	12/08/2021

Meeting Minutes

Weekly Meeting with Team

Meeting No: 5

Meeting Details

Date:	14/08/2021 [5:00 PM – 6:30 PM (AEST)]
Venue:	MS Teams
Attendees:	Jeremy Chung Yeu Haw Teh Pemal Padukkage
Apologies:	N/A

Information / Decisions

No.	Item
1	Discuss and review submission items
2	Review team status for future Sprints
3	Discuss and review Product Owner expectations
4	Review requirements for current and future Sprints

Action Items

No.	Item	Who	By
1	Finalise Wireframes on Figma	YEU	14/08/2021
2	Finalise Sprint Retro Documentation	TEAM	14/08/2021
3	Update GitHub and Jira	TEAM	14/08/2021
4	Screenshots for Documentation	TEAM	14/08/2021
5	Collate Communication Logs and Submit Milestone-1 on Canvas	TEAM	14/08/2021

Meeting Minutes

Weekly Meeting with Team

Meeting No: 6

Meeting Details

Date:	19/08/2021 [8:00 PM – 10:00 PM (AEST)]
Venue:	MS Teams/Collaborate Ultra
Attendees:	Jeremy Chung Yeu Haw Teh Pemal Padukkage
Apologies:	N/A

Information / Decisions

No.	Item
1	Review requirements for Week-6 Progress Check
2	Review and Commence Development Sprint

Action Items

No.	Item	Who	By
1	Set up Base Code: [Backend, Frontend, H2-Console]	TEAM	19/08/2021
2	Invite Dipto (Tutor) to the GitHub repository	TEAM	19/08/2021
3	Review Sprint Plan to be executed	TEAM	19/08/2021

Meeting Minutes

Weekly Meeting with Team

Meeting No: 7

Meeting Details

Date:	21/08/2021 [5:00 PM – 6:30 PM (AEST)]
Venue:	MS Teams
Attendees:	Jeremy Chung Yeu Haw Teh Pemal Padukkage
Apologies:	N/A

Information / Decisions

No.	Item
1	Discuss/Investigate Implementation Methods: [Frontend, Backend]

Action Items

No.	Item	Who	By
1	Merge first Feature branches into Develop	TEAM	21/08/2021
2	Establish Git-Flow branch naming conventions	TEAM	21/08/2021

Meeting Minutes

Weekly Meeting with Team/Supervisor

Meeting No: 8

Meeting Details

Date:	9/09/2021 [7:30 PM – 9:30 PM (AEST)]
Venue:	MS Teams/Collaborate Ultra
Attendees:	Jeremy Chung Yeu Haw Teh Pemal Padukkage
Apologies:	N/A

Information / Decisions

No.	Item
1	Review and Discuss Scrum Process in terms of the status of the Project: What needs to be done.
2	Discuss Features in Development: currently branched and planned.

Action Items

No.	Item	Who	By
1	Discuss progress with Supervisor	TEAM	9/09/2021
2	Plan project post-break: around advice received from Supervisor.	TEAM	9/09/2021

Meeting Minutes

Weekly Meeting with Team/Supervisor

Meeting No: 9

Meeting Details

Date:	11/11/2021 [1:00 PM – 2:00 PM (AEST)]
Venue:	MS Teams
Attendees:	Jeremy Chung Yeu Haw Teh Pemal Padukkage
Apologies:	N/A

Information / Decisions

No.	Item
1	Listen and Take notes of questions posed towards the Supervisor.
2	Discuss questions and responses provided by the Supervisor.

Action Items

No.	Item	Who	By
1	Enquire about the status of the expected requirements by 16/09.	TEAM	11/11/2021
2	Review inquiries about the development of Backend elements.	TEAM	11/11/2021
3	Review inquiries about the integration of Docker into the Project.	TEAM	11/11/2021

Meeting Minutes

Weekly Meeting with Team

Meeting No: 10

Meeting Details

Date:	11/09/2021 [5:00 PM – 6:30 PM (AEST)]
Venue:	MS Teams
Attendees:	Jeremy Chung Yeu Haw Teh Pemal Padukkage
Apologies:	N/A

Information / Decisions

No.	Item
1	Review and Discuss Required tasks
2	Review and Discuss process for merging project' Features to Develop
3	Review and Discuss functionality regarding finished and developing Features.

Action Items

No.	Item	Who	By
1	Merge all completed Feature branches into Develop	TEAM	11/11/2021
2	Resolve "merge-hell" status of the Repository: Merge Conflicts.	TEAM	11/11/2021
3	Clean up code and branches for further development.	TEAM	11/11/2021
4	Test that all Features work for all Team-Members.	TEAM	11/11/2021

Meeting Minutes

Weekly Meeting with Team

Meeting No: 11

Meeting Details

Date:	16/09/2021 [7:30 PM – 10:00 PM (AEST)]
Venue:	MS Teams/Collaborate Ultra
Attendees:	Jeremy Chung Yeu Haw Teh Pemal Padukkage
Apologies:	N/A

Information / Decisions

No.	Item
1	Discuss existing requirements for submission of Milestone-2 on the 18th.
2	Review permissions on GitHub for collaborators.
3	Review Tests written for: [Backend, Frontend].
4	Discuss recently made additions/changes to new and existing Features.

Action Items

No.	Item	Who	By
1	Merge working Features into Develop: Test functionality.	TEAM	16/09/2021
2	Enquire supervisor about the definition of: [Required Features, Required Docker + CI/CD configurations]	TEAM	16/09/2021
3	Update Repository and Documentation according to Meeting outcomes – In line with Submission for the 18th.	TEAM	16/09/2021
4	Integrate CI/CD (Circle CI) into Project: Review Test Pass/Failure.	TEAM	16/09/2021

Meeting Minutes

Weekly Meeting with Team

Meeting No: 10

Meeting Details

Date:	18/09/2021 [5:00 PM – 6:30 PM (AEST)]
Venue:	MS Teams
Attendees:	Jeremy Chung Yeu Haw Teh Pemal Padukkage
Apologies:	N/A

Information / Decisions

No.	Item
1	Review Unit Tests and their Status in the CI/CD Pipeline
2	Review Code Comments
3	Review Code Functionality: Affirm that no Feature branch will break the Project
4	Discuss tests that facilitate existing functionality; should there be errors post-merge.

Action Items

No.	Item	Who	By
1	Merge all Feature branches to Develop and manage conflicts and errors.	TEAM	18/09/2021
2	Update Documentation to reflect this change in the Codebase.	TEAM	18/09/2021
3	Clean Repository: Pass CI/CD Check with appropriate Documentation (CI/CD Test Results).	TEAM	18/09/2021
4	Prepare "Summary" Document of all updated Documentation Files.	TEAM	18/09/2021
5	Collate Communication Logs and Submit Milestone-2 on Canvas.	TEAM	18/09/2021