

Mentor Meeting 3 Minutes

Date 19/09/2024

Venue: Teams (Online)

Present:

- Ciaran David Petrus Engelbrecht 23169641@student.uwa.edu.au
- Shashwat Abrol 23482415@student.uwa.edu.au
- Connor James Fernie 23443143@student.uwa.edu.au
- Oliver John Dean 21307131@student.uwa.edu.au
- William Sydney Lodge 22980141@student.uwa.edu.au

Apologies:

- William Forrest Stewart van den Wall vdWB 23086983@student.uwa.edu.au

Absent: N/A

Meeting Opened: 9:05am

Discussions

1.0 Mentor Questions

1.1 Mentor question 1: How is everything is going?

- Connor described good progress with demo meeting, sprint deliverables, etc.

1.2 Mentor question 2: Were the errors code based or library based

- Connor described looking into it after we combined the code together
- Oliver further described his process and code integration

1.3 Mentor question 3: Do you think you are on track to meet all the deliverables

- Connor stated we have a very positive outlook on the project
- Oliver said we faced challenges implementing a completely automated workflow
- Andy discussed client expectations and keeping project goals realistic

1.4 Mentor question 4: How did task delegation go with sprint documentation

- Connor described being further ahead with documentation than the previous sprint, working with the team
- Andy discussed that it was beneficial to have regular meetings to ensure the team is on track

2.0 Team Questions

2.1 Team question 1: Task Allocation

- Connor asked about task allocation strategies
- Andy discussed allocating people at 80% of their capacity and leave the rest available for changes
- Andy suggested potentially communicating more frequently or checking in more often
- Oliver asked if Andy uses specific tools such as slack or clickup to manage tasks more efficiently
- Andy discussed the tools his team use and how they manage tasks using these tools
- Andy demoed the devops board that his team is currently using

2.2 Team question 2: Communicating with Integrated Code

- Connor described the issue the team identified with same code being worked on by multiple team members
- Andy described proper coding practices such as creating branches, issues and pull requests
- Andy explained identifying code that relies on other parts of the code

3.0 Next Meeting:

3.1 Mentor meeting schedule

- Proposed next meeting: 12th Week of Semester
 - Suggested an informal meeting over lunch

4.0 Action Items:

- Discuss with team about task allocation strategies and git practices

Meeting Closed: 9:28am
