

Thursday July 16th, 2020

- Backend has finished doing the documentation: development, models and edit of the deployment
 - Will proofread the D2 documentation from front-end
- Front-end has finished the documentation, modified honey flow and designed the forest flow.
 - Will try to update Trello before the meeting for speed up the process
 - Conroy will add Neeraja as an admin to modify the database on production server
 - Provide access to the Neeraja to see the trello (link it in directly)
 - Add link for api/v1 to the documentation
 - Will proofread Ashwin's D2 documentation today
- Finish the last trello tasks by tomorrow at 5pm.

Monday July 13th, 2020 (D2 Review Meeting)

Decisions:

- Snapshot for D2 will be provided on production server, team to hold off on creating a release tag until TA has finished grading
- Add slack channels for different methods of communication
- Demo pieces of code at every meeting with the client to get feedback right away

Pending Decisions:

- Does the front-end need to do anything different for Heroku to catch the errors?
- Are we doing snapshot testing for React? **Neeraja mentioned it was not required.**

Review Meeting Rough Notes:

- List all decisions that turned out well:
 - Using the Trello board to organize (having the columns for workflow for milestones 1&2, assigning tasks to people on Trello, tracking what is being worked on and what needs review)
 - Regular meetings particular with the partner and within ourselves
 - Twice a week is gives us just enough to talk about
 - Any more there wouldn't be enough to say, currently provides a decent update
 - Communication with the partner in general
 - Having the Business Requirement Document (BRD) as an agreement document to go back to
 - Whatsapp for inbetween communication goes quite well, response on both sides is good
- List all decisions that didn't go well
 - First Decision: Having a larger deliverable, too early. Our iteration of backend + frontend was quite large

- There were two results:
- 1) Ordering the tasks so that so that back-end couldn't check their work until very late, closer to the deadline
 - It was hard for back-end to know they were on track:
 - Lots of work to be done, backend work before frontend work
 - Led to team conflict and rocky relationship at the beginning
 - One possible solutions was to have staggered more front-end, back-end, so back-end could see continuous process
 - Perhaps because we cut the work too cleanly?
 - However backend and frontend division is common in industry
- 2) Feedback from our partner was also much later and changes were made that caused us to do repeated work
 - Perhaps split it into shorter iteration (faster feedback)
 - And get earlier feedback from the partner
- Second Decision: to use a single private slack channel for our decisions
 - Because of move over to a different slack channel, we changed from having many different topics to dumping all conversations in one
- What we will be changing in the future
 1. More slack channels for different aspects of development
 2. Try to get feedback from the client more frequently (rather than completely around deliverable dates)
 - a. Demo clearly to them all the features as we build small portions
 3. We have not been writing tests thoroughly, write more tests before we do more work
 - a. This is a way as well for backend and frontend to ensure that evaluate progress
- Decisions to be ordered by front-end when writing up the documentation

Stand-up Minutes:

- Backend update
 - 4 tickets still in progress: deployment and github workflow, development requirements (clarify that it is NOT deployment), document database contents, iteration review meeting (passed off to front end after today)
 - Front-end to review deployment pull request and backend will finish before next meeting
 - Development requirements need to include how to run on remote server, be completed by next meeting
 - Document database contents is a nice to have, not required for D2
- Front end update
 - Working on the kml forest file, backend should provide the needed url for google maps to access
 - Ashwin suggests to add drop box key to the .env.dev variables when testing

- Completing design for honey Flow
- Will complete feature documentation and write up iteration review notes (formally by Thursday)
- Ask Neeraja for the extra time (until Saturday evening) so it is one-week after the class
- Review meeting was done (see notes above)
- Create a ticket to make certain fields in the database mandatory, requires backend to give it a default value, or we can just update the database
 - We will do both
 - Front-end to create a list of fields that require that
- Snapshot for D2? What are we showing Neeraja
 - Give her the production url
 - Don't create production releases until she says it's ok (we can just continuously update staging instead)

Thursday July 9th, 2020

Pending Decisions:

- Does front-end need to do anything different for Heroku to catch the errors?
- Are we doing snapshot testing for React? **Neeraja mentioned it was not required.**

Stand Up Minutes:

- Front-end has started working on the forest flow, looking at the google maps API with the key provided by partner
 - Documentation tickets for D2 have been amde
 - Front-end is blocked as there were migration issues on the review app server, ticket has been created for backend to fix
 - Planning to continue to work on forest flow and honey flow design, will merge finalized beekeeper once bug is fixed
- Back-end will start on the required documentation (deployment and development process)

Monday July 6th, 2020

Decisions:

- Error catching and logging is to be handled by Heroku

Pending Decisions:

- Does front-end need to do anything different for Heroku to catch the errors?
- Are we doing snapshot testing for React? **Neeraja mentioned it was not required.**

Stand Up Minutes:

- Back end: Has double check github spending actions (for deployment) and it seems to be ok now, front-end will update if there are any issues
 - Review app is working and combined with staging database, in review for front end to test
 - Error catching and logging set up with Heroku, makefile contains command to run the logs (for Heroku CLI)

- Documentation for database contents - need to define what is necessary
 - Conroy to specify the details
- Linda to clarify what is needed on Honey database
- Ashwin has created tickets for unit testing and end-to-end testing on backend
 - Linda to ask Neeraja to clarify testing requirements
- Front end and organizational updates:
 - Moved CO2 flow to our last milestone
 - All redesigns for beekeeper pages has been completed besides the menu (will be done before meeting tomorrow)
 - Conroy going to add the D2 written component cards
 - As well as labelling all the tickets with either milestone 1 or milestone 2

Thursday July 2nd, 2020:

Stand-up Minutes

- Front-end has completed redesign for the beekeeper and email page
 - Going to finish the next two pages and the menu prior to Monday's meeting
- Conroy has organized trello and front-end prioritized the back-end tasks needed from Ashwin
- Ashwin to complete the tickets in order on Trello including combining review app/staging database, adjusting forest fields, disabling api access for non admins and checking deployment

Monday June 29th, 2020:

Summary of Decisions:

- Conroy to handle Trello: Organize backlog and add D2 written tasks onto the board (assign based on who should be answering them)
- Linda to handle meeting minutes like before, planning meetings (agendas, invitations), organizing the BRD and asking questions to partner as required
- Ashwin to handle backend tasks previously covered by Natalia

Stand-up Minutes:

- Informed team members about the change in deadline from July 9th to July 16th
 - Linda to submit the formal extension request for documentation
 - Because of change in group, Friday morning meetings can now be moved to Thursdays at 12:15pm
- Front-end team has finished making structure for the next few flows
 - To implement the redesign over the next week and start working on the next flow
 - Suggested to keep pull requests small in order to follow a better workflow
- Back-end to continue with the tickets on Trello regarding small bugfixes and logging
 - Front end to make a list of backend tasks to complete in order based on priority (i.e. changing the area to integers is relatively low priority)
 - No need to change the Rest API
 - No need to stay for the entire meeting on design tomorrow

- Natalia's tasks are to be rearranged as follows:
 - Ashwin to continue to take backend and complete any programming tasks previously handled by Natalia
 - Conroy to handle Trello, responding to the partner on the BRD and enforcing accountability of tasks, particularly those that are blocking others
 - Linda to write meeting minutes, plan meetings (send out invitations on zoom) and organize the BRD, asking questions if required
- Team aiming to present a list of tasks and ask the company to prioritize them based on what they need the most. Team will not guarantee completion of everything, but will aim to go in order from most important to least needed.

Friday June 26th, 2020:

Stand-up Minutes

- Front-end has completed all the requirements promised at the previous meeting
- Back-end has enabled upload of url and logo to the batch member
 - Going to change all the fields to photo fields
- Start planning for next Milestone on Monday June 29th to give time to complete Assignment two

Monday June 22nd, 2020:

Stand-up Minutes:

- Front-end has completed layout for first two pages of the beekeeper flow
 - Was blocked in terms of deploying to staging due to migration issues
 - Front end to complete the following by Thursday June 25th Milestone 1 Deadline
- Slack Message: We will finish each of the the tickets on the Trello board in Milestone1 Clarifications:
- The form is pretty simple, styled labels and etc, but it's just a blank form. If you dislike our styling of buttons or font just let us know (It is very easy to change).
 - Allows a person to share/ post on a social media platform (e.g. facebook). This will be for the beekeeper profile and beekeeper letter (Form for API does not have a ticket itself, but let me know otherwise). This counts as the "social media sharing" ticket, that seems to be a general ticket.
 - Sliding in between the beekeeper flow includes: finger swipe to the right: changes the screen from the profile to the letter, + changes the screen from the letter to the form + changes the screen from the form to the menu.
 - Finger swipe to the left changes the screen from the form to the letter, also changes the screen from the letter to the beekeeper profile.
 - I assume that the "Uploading real content to DB" has nothing to do to us since the form directly sends an email thus I will remove our frontend tag

- QR code means that if a person scans a QR with some other software the QR contained within will take them to our website with the alphanumeric code registered (In essence it is the same as inputting the URL manually with the code)
- Beekeeper Message (currently with the picture with the team) will be replaced with the form - The Navigation screen will only NEED to contain the beekeeper profile icon (because other flows do not exist)
- The "Interactivity" means we can go from view to view through finger swipes.
- On "Error message" for invalid code, we'll just display that it is an invalid code. They can choose to still add PUREJOY inside
- Linda and I recall that the partners would have wanted "Century Gothic" but as far as we know it's proprietary (so you have to purchase). we will be using a similar font (Oxygen) instead
- Documentation will describe our file structure, how data is used and how data is retrieved from backend. We don't expect this to be too long. (1~2 pages max.)
- Back-end fixed migration issue for front-end to continue working

Friday June 19th, 2020:

Pending Decisions:

- Front-end uses React or Django templates? **Partner does not want SEO but does want google analytics, front-end is staying with React**

Stand-up Minutes:

- Front-end has started development with React
 - Issue of whether partner wants their website to appear on google, and whether they want search engine optimization
 - Front-end to check whether react can be found by search engine crawler
 - Front-end to complete two pages and have them deployed by Monday
- Natalia has completed REST api on Django so front-end can access endpoints for beekeeper and batch member data
 - Planning to take the weekend to work on other course work
- Ashwin has set-up the database on prod

Monday, June 15th, 2020

Summary of Decisions:

- Regular Stand-ups on Monday 4pm and Thursdays 4pm where Conroy is the Scrum master
 - First meeting this Thursday June 18th at 4pm as front end team will have started development
- Using React for front end: Natalia to provide some material to take pointers from

- Linda to formalize and send out meeting agenda with partner

Pending Decisions:

- Scroll or click to next page? **Left to right Click/Swipe, confirmed with partner the following day in BRD**
- Menu page functionality of milestone 1 (should icons display message to let user know site is under construction)?
- Clarifying details of milestone 2

Minutes:

- Discussed Meeting times: Stand-ups on Monday 4pm and Thursdays 4pm
- Decided framework to use - was considering between Django templates and React
 - If the client would like to make modifications afterwards, may be easier
 - React is used more often in industry and we have a team member with experience in it
 - Decided to go with React for the front end
 - Natalia offered to provide example material of react
- Organized the agenda for tomorrow's meeting with the partner
 - Update on backend progression
 - Reiterate talking points from WhatsApp
 - Missing beekeeper team data - propose to partner to drop the screen altogether unless a concrete relationship can content can be given
 - Talk about forest, the health and their database relationships

Monday, June 8th, 2020

Summary of Decisions:

- Conroy to fix Trello tickets based on feedback
- Linda to modify Invision to present single flow to partner
- Milestone 1: Complete beekeeper flow until menu page.
- Milestone 2: Complete another flow, possible make the page order adjustable
- Always email the professor, TA and client with meeting minutes (so we have a record have what is sent)
- For CI/CD docker is optional - use if you find it helpful
- New code if added before 12pm the next day, must merge by 4pm the next day
 - Merger should make sure that code works on the staging server

Pending Decisions:

- Scroll or click to next page?
- Menu page functionality of milestone 1 (should icons display message to let user know site is under construction)?
- Clarifying details of milestone 2

Minutes:

- Feedback on tickets on Trello
 - Organize the backend milestones in addition to front end
 - Change from skeletal framework to focus on developing each feature at a time
 - Combine testing and building tickets for both ends
 - Add or configure more tickets on both mobile and desktop versions of layouts
- Discussion about software flow from page to page
 - Keep as a clicking from page to page for now
 - Is the option to change URL as we are scrolling, decision is pending
- Goal for Milestone 1: Complete workflow from beekeeper to menu
- Discussed Question for Partner: Ask them how much they were thinking users should share on social media? (one page versus to the whole flow)
- Feature idea: Variable number of pages
 - Currently urls are planned to be named after the particular page template (i.e. url/admin, url/beekeeper-stories)
 - Potentially change url to a series of enumerated pages?
 - One template for configuration, or an unchangeable flow?
- Choices to present to partner about variation in pages:
 1. Always three pieces of data in the same order, one of each (rigidity in flow, flexibility in templates)
 2. As many posts as they want, with each post having the same layout (layout 1, layout 2, layout 3) -> Becomes a bit of word-press like
 3. Keep a certain number of preconfigured templates, but allow clients to put any number in a specified order? (choice to configure what the next page is)
- Goal for Milestone 2: make the pages configurable and develop another flow (TBD)
- Should we find a way to link information to have them continuously scroll through?
Information hierarchy of discovery.
 - Should we link back the client website? (Decided to be a separate feature to ask clients)
 - Decide to keep it as a promotional product – no need to add extra social media like features.
- How to handle changes from the client side
 - At the mention of a major requirement change: Talk to the professor first and discuss document prior to making a concrete change
 - As a preventative measure:
 - Email partner meeting minutes to instructor, TA and partner (track what is said)
- Check with partner about the icons used for their site!
- CI/CD Decisions and Concerns:

- Docker is an optional tool if you find it helpful, not everyone needs to use it and the instructions on both methods are in the README file
- We currently are running two CI/CD software, Circle CI (faster) and Github Actions (easier for deployment)
 - Create a pull request, run the tests (circle CI)
 - Heroku, **review app** – deploys branch to a whole different server (for a testing environment) Circle CI
 - Merge branch into master and it automatically deployed to the staging server (Circle CI / Heroku. Note: Whoever merges should make sure it works on the staging server
 - Create a release in github, for deploying to production (gitactions)
- For merging: If we make changes before 12 in the pull request, next day someone should have it merged by 4pm