Get IT CSS App Project

# Group Meeting Minutes

Date: 9/08/2023

Time:7:15 PM

Attendees: Alyssa, Vijendra, Alexander

Scrum Master: Alyssa

Taken By: Alyssa

## Agenda

* Schedules
* User Personas
* User Stories, Epics, and Initative
* Documentation

## Actions

* Create Calendar
* User Story – Sammy
* User Story – George
* User Story – John
* Question – Clarify Epics
* Document Sheet – Add all Current Document Locations
* Control Book – Add Names on Cover

## Notes

* Clarify with George regarding the level of interactivity he wants with the app

## Agenda Item: Name of Item

### Discussion

Talked about our availability and when is best to have our meeting.

### Conclusions

Decided to make a calendar with all of our availability so we can have a quick overview of what we need to do.

Changed our meeting times to Friday afternoon.

### Actions

|  |  |  |
| --- | --- | --- |
| Action | Person Responsible | Deadline |
| Create Calendar | All of us | Friday |

Agenda Item: User Personas

Discussion

We discussed and created rough personas for 3 users: George, Sammy, and John.

Conclusions

Personas can be refined further in future but we have a rough persona to work with currently.

Actions

|  |  |  |
| --- | --- | --- |
| Action | Person Responsible | Deadline |
| None |  |  |

Agenda Item: User Stories, Epics and Initative

Discussion

Using the personas we discussed what user stories could be and how to use them.

We were all unsure exactly what to do regarding epics and user stories.

Conclusions

We decided to all write a few stories for our meeting with George, and ask for further clarification during our Friday workshop.

Actions

|  |  |  |
| --- | --- | --- |
| Action | Person Responsible | Deadline |
| User Story – Sammy | Vijendra & John | Friday 11 August |
| User Story – John | Alexander | Friday 11 August |
| User Story – George | Alyssa | Friday 11 August |
| Question – Clarify Epics and User Stories | Group | Friday 11 August |

Agenda Item: Documentation

Discussion

Checking in that everybody was able to use the github and access all the documentation.

Alyssa created a Trello board and we are all joined so we have a Kanban board set up.

Alexander added the control sheet to the teams so we can all edit it in real time.

We need to update names and document locations.

Conclusions

We were unable to confirm of John could use the github as he did not attend.

The control sheet in teams works best.

Actions

|  |  |  |
| --- | --- | --- |
| Action | Person Responsible | Deadline |
| Document Sheet – Add all Current Document Locations | All | Friday 11 August |
| Control Book – Add Names on Cover | Unassigned | Friday 11 August |
|  |  |  |