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| **Meeting Date :** | 08-09-2015 | **Meeting Time :** | 15:00 – 16:30 |
| **Meeting Attendees :** | V, Shawn, Kaii, Likai, Lulu, Miranda, Clay, Irene | **Meeting Location :** | Engineering Building-Students discussion area |
| **Minutes Taken by:** | Irene (Week’s duty Scrum Master) | **Next Meeting Date & Location:** | 11-09-2015 14:00-15:30 Engineering Building-Students discussion area |

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| **S.No.** | **Meeting Notes:** |
| 1 | **Daily Scrum**  What have been down:   1. DB and Dummy data have been created (Miranda,V) 2. HomePage draft version have been finished (Clay) 3. Succes stories list statics page draft version have been finished (Likai) 4. Admin Pages draft version (include add, Edit, list pages) have been finished (Kaii) 5. Login page statics draft version have been finished (Miranda) 6. .Net solution have been created with connected DB and Master page and Demo page (Shawn)   What needs to be down next:  (tasks below need to be add in SeeNowDo)   1. Two more statics pages need to be finish (Team Profile, FAQ pages) 2. Success story detailed and dynamic pages need to be finished 3. Login pages need to connect with admin Menu. 4. Test cases 5. Integrate the system |
| 2 | **Daily Scrum Sum-up:**  Half of the work load have been finished by last week. Most of the tasks have been done as expect. In this week, the team will work on refine the prototype, and conduct the report. |
| 3 | **About Prototype Handout:**   |  |  |  | | --- | --- | --- | |  |  |  | | **1.Well documented code base in GitHub** | Clearly label/name the version/branch you want graded as “PROTOTYPE” before the deadline (time-stamped prior to 1pm.) | Kaii  (everyone need to finish own task before next Monday) | |  | READ-ME file for execution instructions | Shawn | |  | Mapping between your GitHub username – Official name – UPI | V  (Document on GitHub-wiki) | | **2.Process Documentation on GitHub Wiki** | Brief summary of the software increment being delivered, including how many and which user stories completed, how many and which acceptance tests passed/failed, actual velocity vs. estimated velocity. | Kaii + V | |  | Meeting notes from planning, review, and retrospectives (including date, time, venue, attendees, outcomes). | V | |  | Individual contributions per sprint (e.g. which user stories or tasks did you implement.) | Kaii + V | | **3.Project Management on your selected tool** | Lastest, prioritized product backlog | Kaii | | **- SEENOWDO** | Well written user stories with associated tasks and acceptance tests (including **when they were tested by the customer** and the results: passes/failed) | Kaii  (Team will have a meeting with customer on Next Monday.  Show and explain the prototype and collect opinions and suggestions) | |  | Clearly marked task assignments (i.e. who’s working on what.  Indicate which user stories and associated tasks have been completed till the prototype due date. | Kaii | |
| 4 | **Product Backlog Review and Update**  Team have completed 6 user stories in the product Backlog.  1. As CEO, I would like our website to be mobile-friendly. (Mobile-Friendly)  2. As a VISITOR, I would like to read some success stories of previous students and select the same courses. (Success story Page & Detail Page)  3. As a CLIENT COMPANY, I would like to find some success stories about automation tool implemented companies. (Home Page)  4. As an ADMIN (course advisor), I would like to ask user to select a category before listing success stories of our students for visitors/client company. (Home Page)  5. As an ADMIN (course advisor), I would like to maintain success stories with Add, Update, and Delete. (Admin Pages)  6. As a USER, I would like to login to my category (Admin or Students) in the system. (Login Pages)  Those details 6 user stories will going to be explained in the prototype report. |
| 5 | **Prototype Report Structure & Contents**  Discuss the outline of the report:  1. Our Team name, brief project description and a mapping between our GitHub usernames and official names and UPIs. (100 words) (Miranda)  2. Brief summary of the software increment being delivered, including how many and which user stories completed, how many and which acceptance tests passed/failed, actual velocity vs. estimated velocity. (250-300 words) (Irene, Clay)  3. Latest product backlog & Sprint Backlog. Mapping with the people who is working on which user stories. (Refer to backlog diagrams and Kaii’s task allocation sheet last week) (1-2 pages) (Irene, Lulu)  4. More detailed and clear descriptions on each of the user stories that we’ve finished. With screen shots alongside to explain the prototypes of our project. (4-5 pages) (LiKai, Lulu)  5. Briefly group and self-evaluations for the first Sprint. (100 words) |
| 6 | **Prototype presentation**  Group A (4 people) to present the prototype – Likai, Lulu, Miranda, Irene.  Presentation Flow:    \*Customer Path: Homepage->Success story list-> success story Detail courses -> Course List  \* Admin Path: Admin Login-> Admin Homepage->Story list |

**Subtask allocations:**

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| **S.No.** | **Action Items:** | **Assigned To:** | **Due Date:** |
| 1. | Integrate the prototype. | Shawn, Clay, Kaii | 14-09-2015 |
| 2. | Come out with a draft report. | Likai, Irene, Miranda, Lulu | 11-09-2015 |
| 3. | Process Documentation & SeeNowDo | Kaii, V | 11-09-2015 |
| 4. | Refine the code of project prototype. | Everyone | 14-09-2015 |