

UOL – CM2020 Agile Software Projects

Team 44 – Tutor Group 5

Week 4 – Meeting Summary

May 15th 2023

- **Agree on formal & informal meeting schedule**

Formal: Every Monday 7pm (London time) - compulsory (late rule applied)

Informal: Flexible volunteer schedule on Slack – optional (no rule applied)

- **Team Members**

Team Leader: Florian

Timekeeper: Max

Editor: Barry

Team Member: Yağmur

Team Member: Anh (Api)

- **Tools & Technique**

Meeting platform: Google Meet

Management: Jira

Version control: GIT

- **Tasks**

Read week 5 PDF – discussion about “opportunities” tasks next meeting

DETAILED DISCUSSIONS REPORT

Presentation

- Each team member introduced themselves.

Experience

- No team member has a particular real-life experience with Agile/Project management.
 - o Yağmur : mentioned to have some knowledge with Agile from precedent courses
- We agree on Javascript being the most familiar for everyone. Python could be an alternative. C++ is mentioned, but too difficult for this project
 - o Anh: proposed React Native framework
 - o Maxime: highlighted possible difficulties doing a mobile app
 - o Florian: proposed Capacitor as a solution to go from JS to mobile app

ASP Module

- Barry: current progression at week 6, gives an overview of tasks and lectures.
- Other members: week 4 done, currently progressing in the week 5
- Anh: questions about how to deal with tasks in week 5, if we should read the report before choosing a topic or after
- Yağmur: Further discussions about how to manage these tasks.

Global organization

- Discussions about tasks for the coming weeks :
 - o Decided to let time for everyone to progress on the current week and will talk about it next week.
- Document sharing platform selected : Google Drive
- Control versioning system : Git, but too early to go into great details at this stage, will discuss it later.
- Planning and time management : Decided to choose Jira
- Communication tool :
 - o Zoom : has a 40 min time limit. Our meeting was stopped after 30 min, Maxime started a new meeting.
 - o Google Meet : We chose to try it for the next meeting (1h time limit)
- Communication frequency :
 - o One formal video meeting once a week
 - o Could have supplemental “informal” meetings when teammates are available.
 - Yağmur: suggests recording (and summarizing) for those who can't be there.
- Roles :
 - o Maxime is designated timekeeper and Florian team leader.
 - o Barry proposed himself to be editor, proofreading documents, correcting spelling, and checking the academic style.
 - o Roles will be better defined, detailed and more relevant in the next project phase.

Project

- Florian: proposition for a timeline-based software to control light beams.
- Further propositions and discussions next week

Midterm report

- Not discussed at this point, too early.

Meeting started on Monday, May 15th 2023 at 8pm and ended around 9:15pm.

Next meeting is planned for Monday, May 22th at 7pm (London time).