Weekly Scrum Meeting Minutes

Meeting 01 Week (Mid-Semester Break)

Date	04/09/2020
Venue	Discord
Attendees	Sarah Bylmakers, Seng Long Huo, Zhi Jiang, Amante Docherty
Apologies	Haonan Jiang
Copy To	Team

No.	Issue	Discussion	Action	Member/s
1	Understanding tasks of Sprint 2	We each took our own time to read the Milestone requirements and marking criteria	Each team member came to the meeting with their own understanding of what this meeting asked of us.	All
2	Discussing our errors with Sprint 1	We understand that some team members did not complete their sections to a satisfactory extent which led our mark to be dropped down.	All team members will begin working on Sprint 2 earlier than usual to ensure that we get the highest mark possible. We will also be clearer in the contribution statement about who completes what work so we can rely on our own work ethic more.	All
3	Delegating tasks of Sprint 2	We all understand that we are all very capable of the documentation section, however neither team member is particularly confident with the coding section	We will together complete the documentation, and Seng Long will begin to understand the coding section and provide the other team members with an understanding of it so we can further work on it.	All

Meeting 02 Week 07

Date	31/09/2020
Venue	Discord
Attendees	Sarah Bylmakers, Seng Long Huo, Zhi Jiang, Amante Docherty
Apologies	Haonan Jiang
Copy To	Team

No.	Issue	Discussion	Action	Member/s
1	Developing understanding of coding section	Most team members are still unsure about how to go ahead with beginning the coding section of this assignment, as it requires us to work on top of a pre-built basis provided by the tutors, instead of going from scratch.	Long Huo created a short video showing his understanding of the way us as a team should tackle the programming section. He also provided the source code including a few changes he had made to the appearance of the build.	Long Huo
2	Mid-semester exam	All team members were unsure of the content of the mid-semester exam and whether or not it would be related to content of the assignment, or impede on our ability to also do the assignment in time.	A few emails were sent to the tutors of this subject, of which a response was eventually given (in the form of a mass email) explaining the delivery and content of the exam, which helped alleviate some stress on the team.	All
3	Gaining a greater mark	Marks were released for Sprint 1 and all members were notably disappointed about how we went.	For Sprint 2, we have all decided to put a greater focus on the marking rubric, as many members seemed to neglect it's existence.	All

Meeting 03 Week 07

Date	11/09/2020
Venue	Discord
Attendees	Sarah Bylmakers, Seng Long Huo, Zhi Jiang, Amante Docherty, Yi Xin
Apologies	N/A
Copy To	Team

No.	Issue	Discussion	Action	Member/s
1	New team member	During this week's tutorial, Sarah informed the teacher that one of our team members, Haonan Jiang, had not communicated with us for weeks and hadn't contributed anything to Milestone 1 or 2. Therefore, our tutor, Mohamed Ali, added a new member to our team - Yi Xin.	Yi Xin spoke to all of us and explained which aspect of Milestone 2 that he would prefer to work on. It was decided that he would help Zhi Jiang with the coding & test cases. The group is very pleased as now we have a comfortable amount of team members to share the workload.	All
2	Adapting UML diagrams to workable code	Amante and Long Huo detailed their UML diagrams in order to clarify the details for both Zhi Jiang and Yi Xin.	Zhi and Yi gained a greater perspective on the specific classes and actions which have been added to the UML diagrams, in order for us to finally submit a more coherent assignment, in which the marker can easily track the UML to the program and its source code.	All
3	Finalising submission	Making an effort to not rush submission at the last minute.	This team meeting was initially planned for 13/09, which was the night before submission. However, due to the intense rush of the last submission leading to a lowered mark, we collectively decided to move this meeting to the Friday before submission in order to maximise our effort and provide more time to correct errors.	All