

Group 5 - Meeting Minutes

Weekly Scrum Meeting Minutes

Meeting 01 Week 03

Date	06/08/2020
Venue	Microsoft Teams
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 1	Each team member read the Milestone 1 specification and felt equally confused on what the Milestone was requesting of us to submit.	We spoke with our tutor to clarify our understanding of the specific tasks that Spring 1 requires.	All
2	Meeting team members & finding space for our discussions	Each team member suggested which format they prefer/least prefer for our team discussions to take place on,	Together we created a Discord server for further group meetings.	All
3	Delegating tasks of Sprint 1	Team was attempting to figure out which piece of work required would be most fair to delegate to each team member, in order to be fair and rely on each other's particular strengths,.	Collectively came to a decision on which team member will be completing each particular aspect of Sprint 1, attempting to be as fair as possible.	All

Meeting 02 Week 05

Date	22/08/2020
Venue	Discord
Attendees	Sarah Bylmakers, Seng Long Huo, Zhi Jiang
Apologies	Amante Docherty, Haonan Jiang
Copy To	Team

No.	Issue	Discussion	Action	Member/s
1	Completing user stories	Attempting to understand the appropriate priority and effort numbers associated with each user story.	We used the specified requirements and the provided template as inspiration for how to gauge the priority of each task we came up for in our already created user stories.	All
2	Correctly formatting ClickUp	We as a group weren't entirely sure how to format the function of the ClickUp for Sprint 1 to work in conjunction with our assignment work.	Zhi and Seng took it upon themselves to add the appropriate information to the ClickUp page and track all of our progress, basing this on the provided template we discovered in Github.	Zhi Jiang, Seng Long Huo
3	Creating & completing meeting minutes	We as a group didn't know exactly how to utilise the meeting minutes as we weren't having face to face meetings.	We realised and understood that our discussions on Discord and Teams worked as meetings in this COVID-19 landscape, and our discussions there would function just as well as real life meetings. Therefore, Sarah reread our previous meeting and this current one to add it to the meeting minutes document.	Sarah Bylmakers