T063 Standup meetings

Record of our team’s weekly meetings

| Document notes |
| --- |
| Priority system: MSCW (Must, Should, Could, Won’t)  Sprint point system: 1,2,4,8,16  Consider Time-to-complete & Difficulty of task  (1 being really easy, 4 medium, 8 hard, 16 probably too big and needs to be divided) |

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# Semester 2 Sprint Timeline

| Sprint | Key notes | Dates | Status |
| --- | --- | --- | --- |
| [Sprint 1](#_19wkq93zw5v) | | | |
|  | Standup meeting 1 | Jul 26, 2024 10:00 AM | Completed |
| Standup meeting 2 | Jul 29, 2024 10:00 AM | Completed |
| Partner Meeting 1 | Jul 31, 2024 11:00 AM | Completed |
| **•** Tutor meeting 1 | Aug 2, 2024 9:40 AM | Completed |
| [Sprint 2](#_q9oobd1uqwa8) | | | |
|  | Standup meeting 3 | Aug 5, 2024 10:00 AM | Completed |
| Partner Meeting 2 | Aug 7, 2024 11:30 AM | Completed |
| Standup meeting 4 | Aug 12, 2024 10:00 AM | Completed |
| Partner meeting 3 | Aug 16, 2024 | Unconfirmed |
| **•** Tutor meeting 2 | Aug 16, 2024 9:40 AM | Upcoming |
| Sprint 3 | | | |
|  | Standup meeting 5 | Aug 19, 2024 10:00 AM | Not Started |
| Partner meeting 4 | Aug 21, 2024 11:30 AM | Unconfirmed |
| Standup meeting 6 | Aug 26, 2024 10:00 AM | Not Started |
| Partner meeting 5 | Aug 21, 2024 11:30 AM | Unconfirmed |
| **•** Tutor meeting 3 | Aug 30, 2024 9:40 AM | Upcoming |
| Sprint 4 | | | |
|  | Standup meeting 7 | Sep 2, 2024 10:00 AM | Not Started |
| Partner meeting 6 | Sep 4, 2024 11:30 AM | Unconfirmed |
| Standup meeting 8 | Sep 9, 2024 10:00 AM | Not Started |
| Partner meeting 7 | Sep 11, 2024 11:30 AM | Unconfirmed |
| **•** Tutor meeting 4 | Sep 13, 2024 9:40 AM | Upcoming |
| Sprint 5 | | | |
|  | Standup meeting 9 | Sep 16, 2024 10:00 AM | Not Started |
|  | Partner meeting 8 | Sep 18, 2024 11:30 AM | Unconfirmed |
|  | Standup meeting 10 | Sep 23, 2024 10:00 AM | Not Started |
|  | Partner meeting 9 | Sep 25, 2024 11:30 AM | Unconfirmed |
|  | **•** Tutor meeting 5 | Sep 27, 2024 9:40 AM | Upcoming |
| Sprint 6 | | | |
|  | Standup meeting 11 | Sep 30, 2024 10:00 AM | Not Started |
|  | Partner meeting 10 | Oct 2, 2024 11:30 AM | Unconfirmed |
|  | Standup meeting 12 | Oct 7, 2024 10:00 AM | Not Started |
|  | Partner meeting 11 | Oct 9, 2024 11:30 AM | Unconfirmed |
|  | **•** Tutor meeting 6 | Oct 11, 2024 9:40 AM | Upcoming |

## Sprint Milestones

| Week | Sprint | Milestones |
| --- | --- | --- |
| 1-2 | Sprint 1 | Review work done |
| Prepare for meetings |
| Draft Experiment plan |
| Project documents |
| 2-4 | Sprint 2 | Draft Experiment plan - continued |
| Experiment plan approval (ethics/partner) |
| Develop Test-Systems |
| Observe IFB398 sem 2 preference round |
| 5-6 | Sprint 3 | Analyse IFB398 Sem 2 pref data |
| Bug test Test-Systems |
| Initiate participation invitations |
| 7-8 | Sprint 4 | Begin experiment |
| Monitor Systems/Collect Data |
| 9-10 | Sprint 5 | Experiment ongoing |
| Draft analysis report for Industry Partner |
| End of sprint: Experiment concludes |
| 11-12 | Sprint 6 | Edit/finalise report |
| Prepare for end of capstone (capstone report, presentation, demo) |

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# Sprint 1

Sprint Theme: Getting back into the project

Meeting Tasks:

* ~~Meeting with Daivd~~
  + Project owner feedback form (Sprint 1) (<https://canvas.qut.edu.au/courses/17396/pages/project-owner-feedback-form?module_item_id=1720340>)
* ~~Contact Alicia~~
* ~~Contact Allocation Team~~
* ~~Tutor meeting checklist (~~[~~https://canvas.qut.edu.au/courses/17396/pages/meeting-overview-for-students?module\_item\_id=1720341~~](https://canvas.qut.edu.au/courses/17396/pages/meeting-overview-for-students?module_item_id=1720341)~~):~~
  + ~~Team agreement document~~
  + ~~Communication plan~~
  + ~~Risk register~~
  + ~~Project planning document~~
  + ~~Progress report~~
  + ~~Meeting minutes~~

| **Member** | **Task** | **Priority** | **Points** | **Status** |
| --- | --- | --- | --- | --- |
| [Taine](mailto:tbaldwincore@gmail.com) | Contact Stakeholders | Must | 1 | Completed |
| Project Planning Document | Must | 4 | Under review |
| Progress Report | Must | 2 | In progress |
| Minute Meetings | Must | 1 | Completed |
| [Nichol C](mailto:3133588960@qq.com) | Communication plan | Must | 4 | Completed |
| [Ruyun](mailto:ruyun7100@gmail.com) | Risk register | Must | 4 | Completed |
| [Zhuang Lulu](mailto:zhuanglulu00@gmail.com) | Team agreement | Must | 4 | Completed |

## Standup 1 (26/07/2024)

First meeting after break. Everyone arrived back in Brisbane during week 1, so an in person meeting was only viable during the end of the 1st week. Not much work was finished over the break, as everyone was busy with work or life commitments. We read through the Canvas material, ensuring that everyone was on the same page, and divided up the work needed for the upcoming tutor meeting on 02/08.

Unfortunately we did not have a meeting with our industry partner, as he is very busy and we could not organise ourselves in time, planning for weekly/bi-weekly meetings at 11am.

## Standup 2 (29/07/2024)

Confirmed with all team members on upcoming tasks, contacted partner and tutor for meetings this week. Continued work on our given tasks.

## Industry Partner Meeting (31/07/2024)

Talking points:

* Reconfirm requirements
  + Enhance team’s view on the project/ how can we think differently about it compared to last semester?
  + Get clarification on how he wants us to proceed and if he believes the direction we are taking fits his needs
  + What’s his vision? What does he expect us to produce?
* Ask for updates on how 399 and 398 are progressing this semester (if known)

What we did over the break:

* Not much, due to life commitments and work
* Taine looked into experiment plan topics to get a better understanding
  + Still unsure and not confident in this approach
    - Team has little-to-no experience in this area
  + What would make it better for the team?
    - Reason for doing it in the first place
    - How and why ethics approval is needed (from the perspective of the partner) (a bit obvious~ don’t maliciously/inappropriately use data)

What are we doing now:

* Team is completing the checklist for the upcoming Tutor meeting this week (listed above)
* Developing the plan and experiment further (still unconfident in this approach)
  + As a team, we are good at programming -> how can we leverage this more?
  + How can we get better at developing approaches from the requirements laid out? (back to the point above where we could think differently?)

Tutor Meeting 1 (02/08/24)

Everyone presented parts they worked on over the past sprint.

Advice on ideas getting rejected: don't take personally; view as constructively as you can, it is feedback and look at end goal.

# Sprint 2

Sprint Theme: Full steam ahead on development

Meeting Tasks:

* Meeting with Daivd
  + Project owner feedback form (Sprint 2) (<https://canvas.qut.edu.au/courses/17396/pages/meeting-checklist-for-students-week-4?module_item_id=1720343>)
* Tutor meeting checklist (<https://canvas.qut.edu.au/courses/17396/files/4544853?wrap=1>):
  + Project planning document
  + Progress report
  + Meeting minutes

| **Member** | **Task** | **Priority** | **Points** | **Status** |
| --- | --- | --- | --- | --- |
| [Taine](mailto:tbaldwincore@gmail.com) | Product plan | Must | 2 | Completed |
|  | Preference Systems Code | Critical | 8 | In progress |
| [Nichol C](mailto:3133588960@qq.com) | Feature list | Must | 4 | In progress |
| [Ruyun](mailto:ruyun7100@gmail.com) | Pilot Experiment plan | Critical | 4 | In progress |
| [Zhuang Lulu](mailto:zhuanglulu00@gmail.com) | Interface Design | Must | 4 | In progress |

## Standup 3 (05/08/2024)

After feedback from tutor and partner, we add some much needed changes to our project, particularly in how we will conduct an experiment, and how we will create the interface and system for testing.

## Partner meeting 2 (07/08/24)

Lucy, Rachel and Nichol discussed the preference systems we were going to develop. David expressed his satisfaction with these proposals and suggested a pilot experiment to work out the kinks of our plan (as well as the general worry about the scope of the initial experiment plan).

## Standup 4 (12/08/24)

Taine found a good way to use gsheets to meet the needs of our partner (use google scripting to run a webpage; html+css+JS and use sheets as a database of sorts -> free and convenient more flexible than google forms). Assigned tasks to everyone to complete these systems and the pilot experiment.

## Partner meeting 3 (16/08/24)

Talking points:

* Discuss the webapp implementation on gsheets
* Discuss the pilot experiment some more

Notes:

David liked the idea of apps script running a webpage, asked if his preferencing system could be remade using that method/improved

Was unsure about our plan, lots of blank areas that need attention, particularly what we will deliver.

## Tutor meeting 2 (16/08/24)

Need an artefact agreement draft for week 6 (tutor meeting 3).

# Sprint 3

Sprint Theme: Adapting to discoveries in development

Meeting Tasks:

* Meeting with Daivd
  + Project owner feedback form (Sprint 3) (we now have a shared gdoc because our partner is time poor)
* Tutor meeting checklist (<https://canvas.qut.edu.au/courses/17396/pages/meeting-checklist-for-students-week-4?module_item_id=1720343>):
  + Project planning document
  + Progress report
  + Meeting minutes

Updated task list

| **Member** | **Task** | **Priority** | **Points** | **Status** |
| --- | --- | --- | --- | --- |
| [Taine](mailto:tbaldwincore@gmail.com)  [Zhuang Lulu](mailto:zhuanglulu00@gmail.com) | TT’s Preference System remake | Critical | 4 | In progress |
| [Ruyun](mailto:ruyun7100@gmail.com)[Zhuang Lulu](mailto:zhuanglulu00@gmail.com) | Experiment pilot plan final | Critical | 4 | In progress |
| [Zhuang Lulu](mailto:zhuanglulu00@gmail.com) | Setup each system G-Sheet backend (how data is organised) | Critical | 2 | In progress |
| Everyone | Bug test | Must | 2 | Not started |
|  | Conduct Pilot experiment | Must | 8 | Not started |

Previous tasks

| **Member** | **Task** | **Priority** | **Points** | **Status** |
| --- | --- | --- | --- | --- |
| [Taine](mailto:tbaldwincore@gmail.com)  [Zhuang Lulu](mailto:zhuanglulu00@gmail.com) | System 1 code | Critical | 4 | In progress |
| [Taine](mailto:tbaldwincore@gmail.com) | System 2 code | Critical | 4 | In progress |
| [Nichol C](mailto:3133588960@qq.com)[Taine](mailto:tbaldwincore@gmail.com) | System 3 code | Critical | 4 | In progress |
| [Nichol C](mailto:3133588960@qq.com)[Taine](mailto:tbaldwincore@gmail.com) | System 4 code | Critical | 4 | In progress |
| [Ruyun](mailto:ruyun7100@gmail.com) | Experiment pilot plan final | Critical | 4 | In progress |
| [Zhuang Lulu](mailto:zhuanglulu00@gmail.com) | Setup each system G-Sheet backend (how data is organised) | Critical | 2 | In progress |
| Everyone | Bug test | Must | 2 | Not started |
| Everyone | Conduct Pilot experiment | Must | 8 | Not started |

## Standup 3 (19/08/2024)

Get lucy and Rachel on board with programming -> show them how the apps script works. Both will look into getting familiar

Lucy is doing artefact agreement, researching for how to do one

Rachel continuing to work on experiment

Nichol is

Project deliverables

* Remake david’s test preference system
* Experiment findings from different preference systems

## Partner meeting 2 (07/08/24)

## Standup 4 (12/08/24)

## Partner meeting 3 (16/08/24)

## Tutor meeting 2 (16/08/24)

## Partner meeting 4 (11/09/24)

The two experiment plans (Taine and Nichol’s) what does david think is the better approach

Guidance and Feedback on the artefact agreement

What we will make for David:

* Experiment plan
* Analysis report from experiment (findings/recommendations)
* Three developed test preference systems (code and documentation for those)
* Project documentation

Goal of taine experi

Learn about what people like and why

Detail look into somethings that

Constrained vs Free comparison

Constrain the comparisons

Its not the right question?

Preference Model comparison - what do people like more

Learn from experiment?

* We want to explore the different ways students could express their preferences
* Find potential areas of improvement not considered in a preference system from feedback, and analysed data
* What system does each person prefer/how much does each person like each system?
* Think about how you can draw out that information
* Why they liked something, how could you design something that would be better for that person

Run the experiment with the simple questions, we can look at the distribution data we get from that, and recommend a larger experiment that expands on that.

Can also look at data from previous allocations for capstone IFB398.

Limit the comparisons

What do we want to learn?

* By what the users think
  + We need open ended questions to get users to elaborate on their experience (draw the information out of them)
* By what the distribution shows

## Partner meeting 5 (02/10/24)

## Partner meeting 6 (09/10/24)

## Partner meeting 7 (16/10/24)

# Sprint 6

Sprint Theme: To the finish line

Meeting Tasks:

* Meeting with Daivd
  + Project owner feedback form
* Tutor meeting checklist wk12:
  + Project planning document
  + Progress report
  + Meeting minutes

Updated task list

| **Member** | **Task** | **Priority** | **Notes** | **Status** |
| --- | --- | --- | --- | --- |
| Rachel, Lucy, Nichol | User testing plan | Critical | Taine made a template | In progress |
| Taine | Artefact agreement update | Critical |  | In progress |
| Rachel, Lucy, Nichol | Technical Specification sheet | Must |  | In progress |
| Taine | Analysis report draft | Must |  | Not started |
| Taine | Functionality Testing Plan template | Must |  | In progress |
| Taine | Project plan update | Must |  | In progress |
| Rachel, Lucy, Nichol | Finalised Prototypes | Must |  | In progress |
| Everyone | Project owner feedback forms | Critical |  | In progress |

WK12 Checklist

User testing plan (Rachel, Lucy, Nichol)

Artefact agreement update

* Take update from David and email the form, with what we want done

Technical Specification sheet

* Template for each system, and a an overall document

Functionality Testing Plan template

Analysis report draft

Project plan update

Finalised Prototypes (just get to a point where you don’t need to change anything)

Partner - Handover meeting 30th october