

# CODEZILLA MEETING MINUTES

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| Details of Meeting | | | | | | | |
| Meeting Title | | Iteration 1 – Internal Meeting 1 – 02052017 – Introductory Meeting | | | | | |
| Date (DD/MM/YYYY) | | 02/05/2017 | | | **Time** | | 7:00PM – 10:30PM |
| Location | | SMU Labs Meeting Room 2-1 | | | | | |
| Minutes Prepared By | | Zul Yang | | | **Minutes Vetted By** | | Koh Xiao Wei |
| Attendees | | Zul Yang  Amanda Lim  Nigel Goh  Koh Xiao Wei  Edward Foo  Jolene Teo | | | **Absentees** | | - |
| Meeting Objective | | | | | | | |
| To get everyone started on the same page for the first iteration and layout the requirements for the iterations to come | | | | | | | |
| Meeting Agenda | | | | | | | |
| 1. Scheduling, blocking out of date 2. Iron out roles and responsibilities 3. Review project timeline 4. Decide on technologies and languages 5. Downloading and setting up of relevant accounts | | | | | | | |
| Meeting Notes, Discussion | | | | | | | |
| S/N | **Topic** | | **Details** | | | | **To Note** |
| 1 | Scheduling and blocking out of dates for meetings | | -Set up a google calendar for the team  -Weekly meeting dates will generally be fixed on Tuesdays and Saturdays (if necessary, Wednesdays) | | | | -Make use of skype for those who cannot make it |
| 2 | Iron out roles and responsibilities | | -Ironed out certain roles that we more vague:   * Software Architect (Xiao Wei): * Oversee the development of the front end and back end * Integrate the front end and back end codes * Business Analyst/User Experience (Jolene): * Create test cases in every iteration * Oversee documentation and templates * Deputy Front End Developer (Amanda): * Create wireframes * Assist the front end developer | | | |  |
| 3 | Review Project Timeline | | -Looked through the entire project timeline as a team and cleared any doubts | | | |  |
| 4 | Decide on technologies and languages | | -Microsoft Azure SQL  -Node js  -React js | | | |  |
| 5 | Downloading and setting up of relevant accounts | | -Downloaded Slack and created a team (codezilla-aws)  -Downloaded GitHub | | | | Need to discuss again if we should use GitHub or bitBucket |
| Actionable Items | | | | | | | |
| S/N | **To Be Done** | | | | **Team Member(s)** | | **Due Date (DD/MM/YYYY)** |
| 1 | Clarify the following points with sponsor:  -AWH to join Slack (Create a channel)  -Ask Ed to integrate slack with Trello  -Change communication channel to skype  -Discuss on which database to use  -Discuss on which code repository to use (bitBucket vs GitHub) | | | | All | | 03/05/2017 |
| Next Meeting (If Applicable/Discussed) | | | | | | | |
| Date (DD/MM/YYYY) | | 03/05/2017 | | **Time** | | 7:00PM – 9:30PM | |
| Location | | SMU Labs Meeting Room 2-2 | | **Objective** | | Skype Call with Sponsor (AWH) to update | |
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