

# CODEZILLA MEETING MINUTES

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| Details of Meeting | | | | | | | | | | | |
| Meeting Title | | Iteration 1 – Internal Meeting 2 – Technologies and Preparations | | | | | | | | | |
| Date (DD/MM/YYYY) | | 25/05/2017 | | **Time** | | | | 07:00PM – 10:30PM | | | |
| Location | | SMU Labs Meeting room 2-2 | | | | | | | | | |
| Minutes Prepared By | | Amanda Lim | | **Minutes Vetted By** | | | | Nigel Goh | | | |
| Attendees | | Zul Yang  Edward Foo  Amanda Lim  Koh Xiao Wei  Nigel Goh  Jolene Teo | | **Absentees** | | | | - | | | |
| Meeting Objective | | | | | | | | | | | |
| To discuss on the development tools/ technologies and prepare for Iteration 2 | | | | | | | | | | | |
| Meeting Agenda | | | | | | | | | | | |
| 1. Discuss technologies to be used 2. Sort out our project management tools 3. Look through design document and wire frames 4. Discuss work process | | | | | | | | | | | |
| Meeting Notes, Discussion | | | | | | | | | | | |
| S/N | **Topic** | **Details** | | | | | | | | **To Note** |
| 1 | Technologies used | |  |  | | --- | --- | | **Front-end:** | * HTML5   + JSP * CSS   + SASS * Javascript   + JQuery * Bootstrap | | **Development Tools:** | * Netbeans * Atom * Visual Studio Code | | **Tools:** | * Adobe XD | | **Backend:** | * Java * AzureSQL | | **Server (Microsoft Azure):** | * Apache Tomcat * AzureSQL | | **Version Control:** | * Github * GitKraken | | **Project Management:** | * JIRA * Trello * Slack * Google Calendar | | **External Libraries:** | * Rocket Chat * Send Grid * Content Tools * Trello | | | | | | | | |  | |
| 2 | Project management  Discussion | -Whether we should only make use of Jira or integrate Trello with Jira:  -We decided that we should make use of both and Integrate Trello with Jira   * Jira can be used more by the team for the tracking of our progress for both high level and specific tasks, while Trello can be used as a means to update our Sponsors (client based) as they are more familiar with it and it is a common medium that they do make use of | | | | | | | |  | |
| 3 | Guide for using GItKracken | -When using your personal branch:  Before starting on your code,   1. 4Pull from your branch, merge origin/master in your branch 2. Work on your code 3. Stage your files, add commit messages, and Commit 4. Push 5. Tell Master   -For the Master Branch:  To Merge Branches,   1. Pull from Master branch 2. Merge XXX branch into origin/Master 3. Inform everyone to pull latest repository | | | | | | | | \*Always check which branch you are working on  \*Rebasing is risky take note | |
| 4 | Discussion for Entities used for Iteration 2 | -Users consists of Individual and Organization  -The User will inherit from Individual or Organization  -Each of the above will have different attributes (to be decided later on in detail according to the Requirements)  -Are we using different databases (tables)? Yes, as they belong to different fields. Use of Foreign Key (FK) for the Individual to align to the Organization (Organization is a FK to Individual) | | | | | | | | \*Official organization emails required for Organization accounts | |
| 5 | Process of Completing Tasks | -Process by which we intend to use:   * Before each iteration begins, **wire frames required will be produced** by the deputy front end developer * When the iteration begins, the front end lead developer will **use the wire frames to create a basic template** (simple page) * At the same time, the lead backend developer will create the **necessary classes/ objects** first * Once the template is generated, the lead backend developer will use it to **code** * The code will be passed to the front end lead developer to be modified to create a **nice page** * **Testing** will be done | | | | | | | | \*Scheduling | |
| 6 | Plans Discussed for the Next Iteration | -Jira set up  -Database set up | | | | | | | |  | |
| Actionable Items | | | | | | | | | | | |
| S/N | **To Be Done** | | | | | **Team Member(s)** | | | **Due Date (DD/MM/YYYY)** | | |
| 1 | Finish setting up of Jira and the database | | | | | All | | | - | | |
| 2 | Finalising our Technologies used | | | | | All | | | 29/05/2017 | | |
| Next Meeting (If Applicable/Discussed) | | | | | | | | | | | |
| Date (DD/MM/YYYY) | | | 29/05/2017 | | **Time** | | 7:00PM – 10:30PM | | | | |
| Location | | | TBC | | **Objective** | | Start of Iteration 2 Meeting | | | | |
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