

# CODEZILLA MEETING MINUTES

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| Details of Meeting | | | | | | | | | |
| Meeting Title | | | | Iteration 1 – Sponsor Meeting 2 – Technologies and Processes | | | | | |
| Date (DD/MM/YYYY) | | | | 22/05/2017 | | **Time** | | | 07:00PM-09:30PM |
| Location | | | | SMU Labs Meeting Room2-1 | | | | | |
| Minutes Prepared By | | | | Amanda Lim | | **Minutes Vetted By** | | | Edward Foo |
| Attendees | | | | Zul Yang  Amanda Lim  Nigel Goh  Edward Foo  Koh Xiao Wei  Jolene Teo  Edward Booty (Sponsor)  Jim Poole (Sponsor)  Ginny (Sponsor) | | **Absentees** | | | - |
| Meeting Objective | | | | | | | | | |
| Clarify Technologies used and processes for upcoming Iterations | | | | | | | | | |
| Meeting Agenda | | | | | | | | | |
| 1. General catch up and x factor 2. Clarify our ways of working better over the coming month (Trello, GitHub/BB, catch ups, how to plan Sprints and make decisions etc.) 3. Review project documents/requirement 4. Discuss any products that will be integrated, potentially 5. Go through Wireframes 6. Discuss Sprint 1 (in progress, any issues…) and plan 2 and 3 in more detail | | | | | | | | | |
| Meeting Notes, Discussion | | | | | | | | | |
| S/N | **Topic** | **Details** | | | | | | | **To Note** |
| 1 | General Catch up and x factor | -Note what our supervisor focuses on  -Our project should have one very complex feature  -For our x factor we could have 50 registered users and 5 live projects (check with supervisor if that’s what he wants)  -A business case should be created   * Background information * Explaining why this project is needed * Why we are focusing on this * Justify how and where it’ll be used | | | | | | | \*Business Case |
| 2 | Ways of working and tracking | **Project Management Tools**  **Trello:** High level management  **Jira:** Day to day development (alongside Google Drive)  **Google Drive:** Document Repository  **Slack:** Communication that replaces emails  **Skype:** Voice calls  **Trello**  -Kanban style boards  -Each sprint is an individual Trello board  -There should be a Master Board for Trello   * To look at the full lifecycle and to be able to track the burndown rate (requirements vs time) * For the master view there will be one grey list for each sprint all placed into one board (High Level) * For each sprint there will be 5 cards (Backlog, progress, ready for review, done etc) * On the extreme right, there will be a list of tasks to complete (generic) and each task will be broken down and placed into each sprint. * We can use a point system. If each sprint should complete 100 points of tasks, we can assign points to each task and spilt them amongst the sprints by moving the cards around * Cards can be moved across boards from the master board to another   **Jira**  -Deals with the use cases and requirements  -Day to day development  -Together with Google Drive  **Development Tools**  **GitHub:** Code repository  **Gitkracken (GUI):** used to show prof  **Visual studios Code:** Front End- IDE  Import GitHub to **bitBucket**  **AzureSQL** | | | | | | | \*Rearrange Trello  \*Create Jira  \*Add sponsors to Google Drive |
| 3 | Project Management decision making | -Anything that is an issue can be brought up during the weekly calls  -As a team, we can make reasonable technical decisions. Make a justification and Sponsors will consider it  -Create risk registers   * Any problems whereby team members are stuck for 1-2 days should be brought up to the project manager * Any problems that still cannot be solved or whereby team members have been stuck at for 3-4 days should be brought up to the project board (sponsors) * Put into Google Drive | | | | | | | \*Risk Registers |
| 4 | Products to be integrated potentially | -Rocket Chat: Messaging  -Calendars  -Wiki editor to edit text files  -Trello API coming through for the workspace management  \*Design guide will be sent  Testing the end to end technology stack:   * So as to prove that route as early as possible. * From the webapp user interface all the way to the Data storage (get info from one end to another, can be done by Iteration 1 login/logout) | | | | | | | \*Hibernate to be used (DAOs)  \*Technology Stack Diagram |
| 5 | Code Export and UAT | **Process Of Exporting Code**  -The cycle of exporting code:   * Develop code * Export code at each key milestone * AWH will import the code into their repository * AWH will build and deploy (testing the process by which they build it) * AWH test (local host or azure service AWH)   **UAT**  -Within the AWH environment  -Can consider conducting around 4 rounds of UAT.   * Consists of screen sharing and making use of Skype to watch them * Prepare a questionnaire and conduct a formal UAT with real world users and a Skype screen test running a few users at a time   -Start staggering the UAT Tests each time a sprint ends  -Regression testing will be conducted  -Test cases will be done up for each iteration | | | | | | | \*Test Cases |
| 6 | Wire frames | Suggestions given   * When hovered upon, a short description appears * Leader boards can be used for the top projects * Dashboard can contain live projects that can be sorted upon choice * Use Rockets and bright colours, bold * “FontAwesome.IO” contains great fonts and icons   Prototype discussion   * Wants a prototype * Edward Booty forgot what kind of prototype he wanted (paper?) He will check | | | | | | | \*Prototype  \*Wireframes |
| 7 | Sprint 3: Create Project | Points to Note:  -Issue of individuals signing up under organizations:   * Projects created by organizations will be done so using Organization accounts NOT the individuals’ accounts * Removes problem of limiting each individual to 1 account   -Types max 5 items/categories the users care about  -At the beginning of the project, the PM can post that if a percentage of the resources are gathered, the project will begin (i.e. 7/10 etc.). When there are 7 resources gathered, a notification will be sent checking if the resource offerers would still want to continue  -There should be file size limits for various file types  -There should be a remote option where when the resources required are specified, it states if you need to be physically present (physical/digital) | | | | | | | \*Edits have been made on the Google Drive |
| 8 | Sprint 4 : create resource offering | Points to Note:  -Where do you describe the resource offerings needed? (Need clinician etc.) Need a section for such needed resources  -Must bring up sectors from the initial list (i.e. Healthcare, education etc.), followed by the skill  -Can borrow the list from one of the job websites  -Security issues:   * Limits created for any numeric submitted to prevent a looping issue (field validation) * Number of sign in attempts * Limits to file sizes depending on types * Bandwidth- For mobile phones and those in other countries | | | | | | |  |
| Actionable Items | | | | | | | | | |
| S/N | **To Be Done** | | | | | | **Team Member(s)** | | **Due Date (DD/MM/YYYY)** |
| 1 | Business Case Write Up | | | | | |  | |  |
| 2 | Share Google Drive with Sponsors | | | | | |  | |  |
| 3 | Rearrange our Trello and ad Jira | | | | | |  | |  |
| 4 | Create Risk Register on Google Drive | | | | | |  | |  |
| 5 | End to end technology stack Diagram | | | | | |  | |  |
| 6 | Testing process/ test cases | | | | | |  | |  |
| 7 | Prototype and wire frame | | | | | |  | |  |
| 8 | Confirm x factor with supervisor | | | | | |  | |  |
| 9 | Metrics | | | | | |  | |  |
| 10 | Test simple functions first for developers | | | | | |  | |  |
| 11 | -Design guide to be sent to us  -Will scan through Google Drive to give comments  -Will confirm on the prototype | | | | | | AWH | |  |
| Next Meeting (If Applicable/Discussed) | | | | | | | | | |
| Date (DD/MM/YYYY) | | | 25/05/2017 | | **Time** | | | 7:00PM – 10:00PM | |
| Location | | | TBC | | **Objective** | | | Complete Tasks and Diagrams | |
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