

# CODEZILLA MEETING MINUTES

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| Details of Meeting | | | | | | | | | |
| Meeting Title | | | | Iteration 2 – Internal Meeting 1 – Front End and Project Management | | | | | |
| Date (DD/MM/YYYY) | | | | 29/05/2017 | | **Time** | | 07:00PM – 10:30PM | |
| Location | | | | SMU Labs Meeting Room 2-2 | | | | | |
| Minutes Prepared By | | | | Koh Xiao Wei | | **Minutes Vetted By** | | Jolene Teo | |
| Attendees | | | | Zul Yang  Amanda Lim  Nigel Goh  Edward Foo  Koh Xiao Wei  Jolene Teo | | **Absentees** | | - | |
| Meeting Objective | | | | | | | | | |
| To decide on the Front End technologies and familiarise with the Project Management Tools | | | | | | | | | |
| Meeting Agenda | | | | | | | | | |
| 1. Re-evaluate technologies 2. Go through the Google Drive 3. Go through Jira | | | | | | | | | |
| Meeting Notes, Discussion | | | | | | | | | |
| S/N | **Topic** | | | **Details** | | | | | **To Note** |
| 1 | Discussion for use of technology (Front End) | | | Java JSP:  -No need to learn , already familiar  Java Angular:  -Requires time set aside for the Front End to pick up  -Works fine with Java and is more suitable  -Industry standard for the Front End  Java React:  -Requires time set aside for the Front End to pick up  -Similar to what the Front End Lead Developer will be doing at work, making it easier to pick up  -More rare  Result: React | | | | | \*Take 1 week off Iteration 1 to learn, the other week to code |
| 2 | Going through Project Management tools | | | Google Drive:  -There are several folders and all information are stored inside  -If lost, can look at the Read Me document  Jira:  -Each sprint has 5 main tasks that contains sub tasks  -Its linked to Trello that contains only the high level tasks for overview and tracking (master board)  -Enter the estimated days needed for each task (not subtask) – for burndown chart  -Once task done and shifted from in progress to done, click on log work and set actual days taken  - Structure: Epic (user management) then story (stories of epic) then task (=subtask) | | | | | \*Still looking into and improving Jira’s structure for team |
| Actionable Items | | | | | | | | | |
| S/N | | **To Be Done** | | | | **Team Member(s)** | | **Due Date (DD/MM/YYYY)** | |
| 1 | | Ensure team members have access and Jira is working | | | | All | | 31/05/2017 | |
| Next Meeting (If Applicable/Discussed) | | | | | | | | | |
| Date (DD/MM/YYYY) | | | 01/06/2017 | | **Time** | | 07:00PM – 10:00PM | | |
| Location | | | **-** | | **Objective** | | - | | |
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