

Minutes - Meeting with Supervisor

Team 18



Date	18/07/16	Duration (hrs)	1 hour
Time	10:00AM	Location	WT711

Agenda

- ❖ Tasks completed over the holidays and results
 - > Display sign off list
 - > Burndowns
- ❖ Burndowns
 - > How to show better progress
- ❖ Displaying project monitoring statistics in Jira
- ❖ Sorting out Project documentation
 - > Which Content needs to be highlighted
 - > What to update in Project proposal
 - > Folder structure/Main themes
- ❖ Unused documents
 - > <https://drive.google.com/open?id=1uuwJ0FxAvD4KRcsVVECuyPtOEZFWITimLQisrCTQPQs> - high level requirements
 - > <https://drive.google.com/open?id=1FmjyLbf3NX2kujSiJ8JhccFoWa9MbhDF0TTExhZMG4l> - sprint report

- ❖ **Team**
- ❖ Decide when to take the exam for AWS associate
- ❖ Revamping diagrams
 - > Authentication
 - > Overview from client and admin
- ❖ Gantt
 - > Update with actual goals of each sprint
- ❖ Compile document with acceptance criteria with user stories

Action Items

1. Refactor jira to break down tasks (breakdown to epics - user story as front, middle, backend)
2. Missing meeting with client - **Add** to issue log and resolution (positive way)
 - a. His unavailability did not affect the next sprint, on the basis of conversations with clients vision
3. Structure a logical portfolio (website)

Notes

- Missing meeting with client for one sprint : Note lack of feedback two sprints feedback
- Showing graphs : Using Epics (breaking it down to front, middle, back) to show

progress - 2 - 5 userstories per day, shouldnt take more than 2 - 3 days

- When showing functionality explain why does it provide value (stick to the use case)
 - Create compiled week schedule to show team members commitments
 - Documents: **architecture** artifacts,
 - Portfolio (needs structure)
 - Progress burndown
 - Userstories
 - Meeting minutes
 - Logging hours
 - Planning session
 - Retrospectives
 - Architecture
 - Versioning Table name|reason|date
 - With major changes on document
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Attendees	Role
Waquar Hussain	Supervisor
Adam Campbell	Team Leader
John Cave	
Miguel Saavedra	
Christopher Treadgold	

Version

<v1.0> Document created - 05/03/16
<v1.1> Changed style of document - 06/03/16

Recorded by
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Summarized by
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