

Meeting Minutes

Team Kitsui



Date 26/05/16

Duration (hrs) 2:00

Time 10:00AM

Agenda

- ❖ Status report
- ❖ Sprint dates changed to:
 - > start monday
 - > end next monday
- ❖ Burndown charts plotting velocity for sprint 2
- ❖ API gateway
- ❖ Acceptance tests
- ❖ Interview prep - USB
 - > Presentation slides
 - > possible questions

Action Items

Mid-Project Review Sections

What we planned and how we followed it	<i>Miguel</i>
Authentication model	<i>John</i>
Burndown chart	<i>Chris</i>
Other evidence	<i>Chris</i>
System architecture	<i>John</i>
SS of linux academy dashboards	<i>Chris</i>
Demonstration	<i>Miguel</i>
What we're going to do in the future	<i>Adam</i>
Challenges	<i>Adam</i>

Notes

- Record API reference in Git wiki
 - decision rationale
 - proposal document
- User documentation goes in wiki repo
- Project website used as a landing page
- Place checking of permissions at the beginning of each function
- Possible questions:
 - Why are we not using JIRA reports?
 - We didn't understand using estimation in JIRA
 - We are used to putting question marks for unknown task estimates but JIRA does not have that option
 - so we put an extremely large task which messed up the charts
 - We need admin rights from Bulletproof for JIRA
 - Why haven't you been having many meetings with the client?
 - James in fiji and does not respond to us promptly at all
 - Ask james what the best way to communicate with him is
 - Continue sending messages and try to stress how important communication is for us
 - Communicate with the other people at Bulletproof who are much more prompt
 - Are there problems with having to use your own AWS accounts?
 - How have you been recording your team issues?

Attendees

Role

Adam Campbell

Team Leader

John Cave

Miguel Saavedra

Christopher Treadgold

Version

<v1.0> Document formatted - 17/06/16

*Christopher
Treadgold*
