

Meeting Records

Template

Meeting number:

Date and time:

Members present:

Topics discussed:

Decisions made:

Additional notes:

General plan

Friday meetings: what is going into sprints

Tuesday meetings: is anyone doing their work + any additional tasks + discussion of features/things in the code

Meeting number: 01

Date and time: Tuesday 15/02/2022 2pm

Members present: CJ, David, Joseph

Topics discussed (bullet points):

- Should we change the form of communication from Discord
- How will we distribute work in Assessment 2
- How the layout of Team 14's code needs to be modified for testing

Decisions made:

- We will continue to use Discord
- Tasks will be logged on GitHub Actions and broken down more so work is easier to distribute

Additional notes: N/A

Meeting number: 02

Date and time: Friday 18/02/2022 9:30am

Members present: All except Aymeric

Topics discussed:

- What lectures should be watched to facilitate the work for this assessment
- Who should be in charge of which part of the project

Decisions made:

- Tasks as seen in Sprint 1 on GitHub

- CJ will be in charge of managing the issues board and Gantt chart

Additional notes: N/A

Meeting number: 03

Date and time: Friday 25/02/2022 9:30am

Members present: David, Prajj, Sebastian, Joseph

Topics discussed:

Decisions made:

Additional notes:

- Meeting on 15/02 was cancelled due to some team members being busy.
 - CJ was absent due to illness.
 - Aymeric was absent due to being in London.
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Meeting number: 04

Date and time: Tuesday 08/03/2022 2pm

Members present: Aymeric, CJ, David, Sebastian, Joseph

Topics discussed:

- Went over the tasks on the GitHub issue board
- How to fulfil the requirement of showing the plan at each stage

Decisions made:

- Made a new milestone for the current sprint
- We will take screenshots of all the tasks in each milestone at the start of the sprint

Additional notes:

- Meeting on 01/03 was cancelled due to a timing clash with Software 3 formative.
 - Meeting on 04/03 was cancelled due to some team members being ill and others being busy.
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Meeting number: 05

Date and time: Friday 11/03/2022 9:30am

Members present: All

Topics discussed:

- What modifications should be made to the website
- Went over the tasks on the GitHub issue board and created a new sprint
- Progress with modularising the code to facilitate testing

Decisions made:

- On the website the names, logos and links should be changed

Additional notes: N/A

Meeting number: 06

Date and time: Tuesday 29/03/2022 11am

Members present: Joseph, CJ

Topics discussed:

- Overview of progress made on testing
- Going over the meeting records and time plans
- Go through each document and determine how much more room we have
 - Method Selection and Planning:
 - a) 1 page / 1.5 pages (half a page left)
 - b) 1 page / 1 page
 - c) 1.5 page / 2 page (half a page left)
 - Requirements
 - a) 1 page / 1 page
 - b) 3 pages / 3 pages
 - Architecture
 - a) 3 pages / 3 pages
 - We can probably just replace the diagrams in place
 - b) 2 pages / 2 pages
 - Risk Assessment and Mitigation
 - a) 1 pages / 1 pages
 - b) 3 pages / 3 pages
- Went over Risks in Risk Assessment and discussed adding 2 new ones (14 and 15)

Decisions made:

- Sprints are two weeks and run to the end of each week
 - Since it was difficult to get us to meet together, the sprints have started to fall out of sync, so we decided to:
 - make sprints last for two weeks instead of one, and
 - let sprints run to the Sunday of the second week instead of the Friday, since there are no in person Friday meetings during the break.
 - We should update the Method Selection and Planning document for this.
- Jump from Sprint 3 to Sprint 6
 - During the first week of the holidays, we couldn't meet and most of us couldn't do anything on the project as we were moving back home.
 - We also didn't make a sprint 4 as there wasn't a meeting that week.
 - So we decided to write that off and just jump from the existing sprint 3 to a new sprint 6.
- We need to go over the requirements with the rest of the team to determine the difficulty of their tasks
- We should ask Dimitris whether the test needs to be included in the architecture diagrams
- Removed risk 0 because it does not apply any more
- Ask all members to update their tasks on Github issue board and Gantt chart or at least inform CJ of what they are doing so they can update the documents

- Discuss the structure of the changelog during the next meeting with more people present
- Discuss adding people to mitigate each risk during the next meeting when more people are present

Additional notes:

- Meeting on 15/03 was cancelled due to team members being unavailable.
- Joseph attended the practical on 18/03 but nobody else was there.

Meeting number: 07

Date and time: Friday 22/04/2022 10am

Members present: All except Aymeric

Topics discussed:

- What work has been done over the break
 - Updates on the status of Testing (Joe), CI (David) and Website (CJ)
- What tasks that are part of the assessment criteria need to be assigned
- How to structure the change report
- Assigning members responsible for mitigating risks in the risk assessment
- Ensuring that GitHub Issues and the Gantt Chart are still up to date

Decisions made:

- Since it seems too difficult to get every single member together, CJ will just assign the risks in the risk assessment to who makes sense, and then the rest can review it afterwards.
- Since we have a project for the SYS3 module that was assigned on Wednesday due in a week's time, the workload for the rest of sprint 7 and the first part of week 8 will be light, and we will ramp up the work after the handin of the SYS project.
- Joe will decide the structure of the change report for the coding section whilst the rest of us will summarise changes we have made to the documentation
- Tasks as seen on the GitHub Issues board

Additional notes:

- A Discord call was set up so that CJ and Prajj could attend virtually, whilst Seb, Joe and David were in the same room.
 - CJ couldn't attend in person due to health issues.
 - Prajj couldn't attend in person due to testing positive for COVID-19.

Meeting number: 08

Date and time: Friday 29/04/2022 10:30am

Members present: All

Topics discussed:

- What needs to be done before the deadline and work distribution

Decisions made:

- Tasks as seen in Github Issues
- What the 5 powerups will do

- Enhanced graphics will be added to the game after all the core functionality and documentation is done.

Additional notes:

- Since too many people couldn't attend in person, we decided to hold this meeting online through Discord call.