Sponsor Meeting 6 | Minutes

		Attendees
Meeting called by	Rizudin	Prof Rafael
Type of meeting	Client Meeting	Al Faried
Facilitator	Rizudin	Joel
Note taker	Martin	Martin
Timekeeper	Al Faried	Rizudin

AGENDA TOPICS

1. **Update Sponsor on our progress**
2. **Discuss about future sprints**

Time Allotted | *1900-2030*

- Sponsor pointed out that our team has made a bold statement by claiming the lack of DevOps CLE available in the market.
  - To note: Our team needs to make statements that tallies with what can be searched on the web, with support and documentation. E.g. "Based on the top 10 most popular DevOps programmes, there are no CLE provided to the students, it's all lecture based."

- Our team updated sponsor on the use of Django for our web framework. Sponsor mentioned that we should choose frameworks that are still relevant and popular among the students.
  - To note: In the future the team can use Google Trends to decide on the relevant tools to be used in our project. Sponsor approves of our choice.

- Sponsor wanted to view our progress but our team has not deployed the completed tasks.
  - To note: our team should have at least deployed something at the end of every sprint, that way Sponsor is able to see our current progression and for more effective bug testing.

- Sponsor requested for a manual e.g. a tutorial on how to create a team list in the Team Management module and choose a correct team list template from E-Learn to be imported into the web app. (How to extract data, and how to import data).

- Sponsor raised a few change requests:

- Adding a Google sign in to sync web app account with school's email account which is handled by Google.
- Create a Telegram groups via our webapp, that includes chat histories that is exportable for the purposes of analytics, logging. (DCM). Therefore, instead of having to go to E-Learn to search for the groups and "begging" them to reply their emails later on, teaching staff can communicate via Telegram messenger. Another feature would be if surveys sent via google forms returns null (meaning not done yet), the system will trigger an auto message to be sent to the students via Telegram as a reminder.
    - i) How to automatically create the telegram group from our Django web application?
    - ii) In that case, do we need the username of the students or perhaps their contact number?

- To note: our team should have laid down proper change management processes to better handle the changes requests from the Sponsor.

- PM updates Sponsor on the meeting with Professor Paul in the upcoming weeks to learn more about AWS. Sponsor wants students with groups submit their AWS accounts so as to facilitate the synchronous deployment for the first class. Sponsor has suggested the team to explore Amazon Machine Image.
    - i) How can we get an image from an EC2 instance?
    - ii) How can students upload this image and have access to the EC2 instance?

- Further clarifications on the desired outcome of the application: to monitor and manage all environments, act as a command center. Students will deploy from their respective machine and our application would monitor from it. Two-way communications have to be available between our monitoring machine and the student teams, using Amazon Communication tools.

    - To note: Messaging server is on our side for the students to connect. Incorporate broadcast, durable topic subscribers into our Team Management Module. Our application needs to have a clear distinction between deployment by the students and monitoring aspect by the teaching team.

Action Items	Person responsible	Deadline
Revisit DevOps CLE on learning sites and document their features for product comparison	Rizudin	
Deployment of Thunderhead Monkey Web Application	Joel, Al Faried	
Create a walkthrough manual for acceptance	Martin	
Implementing change request 1: Google Sign in	Martin	
Implementing change request 2/3: Integrating Telegram messenger	Al Faried	
Research on messaging tool for Django, multiple machines	Al Faried	
Research on Amazon Machine Image	Martin	
Updating of change management process (follow PMSB), create Change Request Log	Rizudin	

Research on Kanban board for DevOps	**Rizudin**	
Meet up with Professor Paul (confirm which CLE is the best?)	**Everyone**	
Usage of DCMs for next sprint	**Everyone**	

Key takeaways for the meeting:

- Do not assume and do your full research before making a bold claim.
- To make meetings more efficient, follow the framework by "Death by meeting" pyramid diagram.
- Consistent updates between members is crucial in helping the PM to keep track of the progress.

Minutes Recorder: Martin

Minutes Vetter: Rizudin

Minutes Approved: Rafael