

2019-10-14 Sprint - Kickoff Meeting

Call-in Information

Time: 1:00 pm, Eastern Daylight Time (New York, GMT-04:00)

To join the online meeting:

- Go to: <https://lyrasis.zoom.us/my/vivo1>
- One tap mobile:
 - US: +16699006833,,9358074182# or +19292056099,,9358074182#
- Or Telephone:
 - US: +1 669 900 6833 or +1 929 205 6099 or 877 853 5257
 - Meeting ID: 935 807 4182
- International numbers available: <https://zoom.us/j/aeANHanzED>

Slack

- <https://vivo-project.slack.com>
 - Self-register at: <http://bit.ly/vivo-slack>

Development Process

- See <https://github.com/vivo-project/VIVO/wiki/Development-Processes>

Code commits

1. Process requirements
 - a. All commits must come in the form of pull-requests
 - b. Pull-requests must source from individual GitHub branches
 - i. Optional: name branches based on JIRA number, e.g. vivo-1234
 - c. Each pull-request must reference a JIRA ticket
 - d. The pull-request author must not merge their own pull-request

Attendees

1. [Andrew Woods](#)
2. [Jim Wood](#)
3. [William Welling](#)
4. [Ralph O'Flinn](#)
5. [Kristina Heinricy](#)
6. [Robert Nelson](#)
7. [Don Elsborg](#)

Agenda

1. Organize the plan and associated tickets for each [Objective](#)
 - a. Who is on each Objective team?
 - b. All: create JIRA tickets
 - c. All: identify task for today
2. Sprint logistics
 - a. Daily virtual "stand-up" (see below)
 - b. Working GitHub branch: deve lop
 - c. Meetings:
 - i. Friday, Oct 18th @11am ET
 - ii. Friday, Oct 25th - retrospective @1pm ET
 - d. Pull-requests / reviews

Slack Standup Template

[VIVO Sprint Standup]

Finished yesterday:

- {ticket titles and associated JIRA links}
- {AND please include brief textual description}

Working on today:

- {ticket titles and associated JIRA links}
- {AND please include brief textual description}

Blockers:

- {brief textual description}

Notes