



IT314: Software Engineering

Group-33

Minutes of the meetings held

GROUP MEMBERS:

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- **5th August, 2024**

We conducted our first meeting on 5th August to discuss the topics we would like to do our project on. We discussed about the topics given to us. Then, on the same day, we had our software lab. In that lab, we performed the Design Thinking Activity that was assigned to us. At that time, since the topic was not finalized, we had chosen the topic of Language learning portal. We wrote the user stories on the sticky notes and stuck them onto the wall.

- **6th August, 2024**

After a lengthy discussion, we finalised the first three preferences of our project.

- 1) Employee Management System
- 2) BookSwap & Lease Platform (RC book Catalog)
- 3) Online Learning Portal

Then, we had discussions about these topics on our WhatsApp group and added the points we thought were viable. For the next 2 days, we discussed and on 8th August, our group representative submitted the form.

- **10th August, 2024**

As we were given the task for lab1, we had a meeting where we discussed about the functional points of the Employee Management System. We wrote about that because it was our first priority when we chose the preferences and the topic was not yet assigned to us.

- **12th August, 2024**

Design Thinking Activity was assigned to us in which we had to design the poster and write on the Chart paper that was given to us during our lab. So, as the topic was not yet assigned to us, and Employee Management System was our first priority, we discussed the points, on that topic, that would be in use for the task assigned to us. Everything was finalised on what you write and how to write it.

- **13th August, 2024**

On this day, the final topic list was announced and since we did not receive the topic we had previously worked for, we called a meeting to again discuss about the topic that was given to us, i.e., Online Learning Portal. We discussed about all the functional and non-functional requirements and the stakeholders. We made a rough list of the important requirements.

- **14th August, 2024**

We made a final list of all the functional requirements, non-functional requirements, stakeholders and all the other points that were given on the poster. We gave the name “LearnIT” to our project. On the poster that was given to us for Design Thinking Activity, there were questions like:

1. What prob does it solve?
2. What is the big idea?
3. why might it fail?
4. What should we prototype?
5. How might we measure success?

We also discussed about these questions and finalised the points to be written on the poster.

There was long weekend Holiday, so no meeting was held during this period. On 20th of August, everyone returned to the college.

- **20th August, 2024**

Since the details were already listed out and prepared, we just need to fill the chart and the poster. Hence, we completed the Design Thinking Workshop. We made a chart and the poster that was given to us. We clicked the photos and the group leader submitted the assignment.

- **27th August, 2024**

We had our lab on this day and we had to make use case modelling. Since the submission was on that day at 8pm, we performed this assignment in the lab itself. There were some changes remaining that we did after the lab. And then submitted the assignment.

- **4th September, 2024**

We held a meeting to discuss about the part 2 of the previous lab, i.e., the product backlog (in the form of user stories). We came to the conclusion that everyone would write at least 5 user stories with 3-4 acceptance criteria. We gave everyone 1 day of time to complete the given task.

- **5th September, 2024**

We divided ourselves into 2 groups. One group was completing the task of product backlog and another group was making sprints, while discussing everything amongst ourselves. We finished the majority part of the assigned task but still final checking was remaining.

- **7th September, 2024**

We had an online meeting. We finished the work from the previous day, decided the sprints and the product backlog stories. We also decided the timeline of our project. Moreover, we made our github collaboration.

- **16th September, 2024**

We had lab on this day, and a group task was assigned to us to:

- Identify Entity/Boundary Control Objects
- Class diagram for Sprint 1/2
- Develop Sequence Diagram

Since we had to submit on that very day, we divided ourselves into two groups. One group worked on the class diagram and the other group worked on the sequence diagram.

- **17th September, 2024**

We divided ourselves into two groups, one group made the activity diagram and another group remade the sequences diagram. The sequence diagram that our group made the previous day was missing few things, hence, we remade the sequence diagram. We completed the activity diagram and the sequence diagram.

- **21th September, 2024**

In the class diagram, we previously made, we did not mention which attributes are private, public and protected. Hence, we conducted an online meeting where we discussed this and made the required changes. Also, there was one change that we had to make in sequence diagram.

- **25th September, 2024**

Since, we had shown our class diagram to the professor, we had to make a few changes that he instructed. So, we held a meeting, and remade our class diagram, activity diagram and the sequence diagram. We divided the tasks, assigning responsibilities for frontend development, backend development, UI/UX design, and documentation.

Since November 9th, we have been holding regular meetings to review each member's progress. During these meetings, we discussed challenges faced by team members and suggestions to overcome these problems. We also assigned tasks with timelines to ensure regularity. The team members would constantly connect each other through WhatsApp

group. And as co-ordination was needed between the frontend and backend developers, teams were made so that working would be simpler. The meeting would almost last for 1-2 hours.

We stopped conducting meetings right before exams but we were active on your WhatsApp group.