

## FYP Meeting on 05/12/2023 - Meeting Minutes Notes

Dear. Dr Lilit,

I wanted to follow up our recent supervision meeting that took place on the **05/12/2023** at **13:30pm - 14:00pm**. As promised, I have created a meeting minute to summarise what we have discussed so far in the meeting. Please find below a summary of the meeting minutes.

### **What we have discussed so far during the meeting.**

- Progress made so far for the requirements analysis based on the identification of functional and non functional requirements.
- Prioritisation of requirements using MoSCoW.
- Constraints that were identified during the requirements analysis.
- Walkthrough of each chapter of the final report.
- Focus on moving forwards to the design phase in terms of creating the wireframe designs, use-cases or user-stories, and other UML diagrams related to the backend part of the application.
- Term 1 report.

### **What actions have been done**

Dr. Lilit:

- Provided feedback and has looked at the progress done regarding the identification of functional and non-functional requirements, as well as prioritisation of requirements.
- Looked at the risk management that was identified during the risk analysis.
- Clarified that project management section comes before the knowledge elicitation, and that the requirements analysis comes before the knowledge elicitation.
- Looked at the progress made so far in terms of selection and justification of development tools and has stated that the following should be placed in the project management section not in the requirements analysis section.

Myself:

- Identification of functional and non-functional requirements has been completed.
- Analysis of responses recorded during the interview has now been completed.
- Prioritisation of requirements has now been completed.
- Selection and Justification of development tools and platform has now been completed.
- Risk identified and analysed are now documented in the risk management plan.

### **Responsibility**

Myself

- Select an online tool or application that I am most comfortable with when it comes to creating the wireframes and UML designs.
- Try not to overcomplicate or overthink the wireframe designs and UML design.

**What we have agreed to**

- Not to rush completion of the term 1 report as a date will be negotiated between myself and Dr. Lilit.
- Stated that I should now focus on the next phase which is the design part of the project involving the design of the user interfaces via wireframes design.
- Select an online tool or application that I am comfortable with such that it does not cause any learning curve.
- I am going to use Drawio, a free UML diagram designing tool for the UML design and Microsoft Powerpoint or similar to create the Wireframes.

**What actions need to be done**

Myself

- By next week I should complete the designs for the wireframe and UML diagrams such as Use-Case diagrams, and Entity Relationship diagram for the database schema.

Thank you very much for the meeting, and for taking your time reading this e-mail. I am looking forward to seeing you next week.

Kind Regards,  
Ibrahim Ahmad