Group Meeting Minutes

**Meeting #1 - 03.05.2023Minutes**

* Mohammad started the meeting by discussing the roles of each team member, then we reviewed the group contract together. Everybody was ok with the assigned roles and showed motivation to help other team members as needed.
* We discussed the other shared roles that will require collaborative effort, like writing reports. We all agreed to accomplish that through google docs.
* Regarding the roles:
* Mustafa explained the difference between the project analyst and the system architect; the first is responsible for analysing the project goals, and the second is for implementation.
* Aaron Aubeck added that project analyst mainly conducts research and data collection.
* We quickly scanned through the requirements of the first two summative assignments.
* We set up Saturdays at 8:00 (GMT +3) to be our weekly meeting time. Meeting #2 will be held on May, 20th.
* We agreed that we would use Agile methodology for project management.
* We finished the meeting by sharing more information about ourselves and our expertise.

**Action points**

* Send the contract to Dr. Millward.
* Look at the project requirements and discuss them during our next meeting.
* Share any progress or suggestion and discuss ideas through Slack between meetings.

**Meeting #2 - 20.05.2023Minutes**

* Aaron Willis (project manager) started the meeting by going through the template we prepared for the project proposal.
* We chose an agile development methodology for our project.
* We briefly discussed the requirements table that Mohammad (requirements manager) started as a draft. We agreed that everyone would review the transcript again to add the missing details and help in picking the hardware and software choices with the help of Mustafa (Engineer/Developer).
* We discussed the need to include design and build time estimates in the project schedule.

**Action points**

* Finish the requirements table by Sunday, May 21st.
* Prepare Gherkin specification of a minimum of 10 key requirements.
* Send 5 Gherkin specifications to Dr. Millward by Wednesday.

**Meeting #3 - 31.05.2023Minutes**

* We started our meeting today after meeting with Dr. Millward, who answered our questions regarding the way of calculating the hardware cost. Dr. Millward confirmed that hardware cost may include, according to the HW BOM sheet, unit price, manufacture cost and design cost. Regarding the design cost, we should consider the cost in person weeks (time) and in pounds in our planning.
* Person week = 5 working days.
* We briefly discussed the four proposed system architectures that we worked on collaboratively using google sheets. We selected Architecture D as a starting point, but we will be waiting for Mustafa to review it and give us his thoughts.
* We discussed the project scheduling methods. Mustafa proposed using Excel for that, and he will share a proposed schedule with us.
* The next meeting will be on Sunday, June 4th, at 8:00 PM (GMT+1).

**Action points**

* Select the final system architecture before the next meeting.

**Meeting #4 - 04.06.2023Minutes**

* We discussed different architectures, and we picked architecture C after modifications like removing the battery.
* We discussed the time plan and started editing a Gantt chart together.
* We divided the tasks.
* The next meeting is on Saturday 6:30 (GMT +1)

**Action points**

* Finish the requirements table.
* Prepare gherkin specifications.
* Calculate the cost of components and resources.
* Continue editing the project proposal collaboratively.

**Meeting #5 - 10.06.2023Minutes**

* We did a final revision of the computer architecture, and we called it Model A 3 batch plan. This version has a desktop version with batteries or a built-in display. However, it provides different functionalities that can suit a broader range of customers. It also supports different business software that can be purchased separately.
* We reviewed the calculation of efforts and costs.
* We discussed some of the assumptions and limitations.
* The next meeting is on Sunday 6:30 (GMT +1)

**Action points**

* Mustafa will provide us with the first draft of the Gantt chart.
* Finish the first draft of the project proposal.

**Meeting #6 - 11.06.2023Minutes**

* We discussed that the waterfall methodology would be more suitable for the hardware components of this project while the agile methodology for the software.
* We met today to review the first draft of the Gantt chart. We discussed the need to add testing and prototype stages.
* Also, we discussed the need to order components in batches to stay within the budget for each batch.

**Action points**

* Finish the Gantt chart and the methodology section of the proposal tonight.
* Do a final review tomorrow and meet as needed.
* Mohammad will submit the project proposal on behalf of the team.
* Will continue our Saturday meeting at 6:30 GMT+1 to start planning for the next assignment.

**Meeting #7 - 17.06.2023Minutes**

* We discussed the EDC complaints and the restated requirements.
* We discussed the "Response to EDC Complaints" Google document that will be used for our collaborative work.
* The next meeting will be on Saturday, June 24th, at 6:30 PM (GMT+1).

**Action points**

* Review part 2 of the case study.
* Review the proposed design changes and provide feedback.
* Think about the new proposed selling and delivery plan.
* Approve the new changes during the next meeting.

**Meeting #8 - 24.06.2023Minutes**

* We reviewed the proposed modifications to make sure they satisfy the EDC restated requirements.
* We agreed that we will offer basic and premium models. The basic will fit the EDC requirements, and the premium will form an upgrade path with a Pro Exp board, SCSI interface & terminator, and compatibility with a game’s emulator.
* We distributed the tasks as follows:
* Mustafa and Etkin will be working on the Python code for the estimator.
* Mohammad will be working on the requirements table, the costed plan, and the Gantt chart.
* Aaron Willis, Aaron Aubeck, and the remaining team members will work on the presentation slides and the transcript.
* The next meeting will be on Monday, July 3rd, at 6:30 PM (GMT+1) using Google Meet.

**Action points**

* Mohammad will ask Dr. Millward if we can assume that the ORGE96 can be provided on disks instead of cartridges.
* Mustafa and Etkin will meet tomorrow to discuss the design of the Python application.
* Finalize the new table of requirements, costed plan, and Gantt chart before the next meeting.
* Get good progress in the Python estimator application and the presentation draft before the next meeting.

**Meeting #9 - 03.07.2023**  
**Minutes**

* We reviewed the progress we have made so far in the presentation transcript.
* Etkin and Mustafa shared the progress they have made in the Python estimator.
* Aaron Aubeck shared a power point link to help us work on the presentation collaboratively.
* The next meeting will be on Monday, July 10th, at 6:30 PM (GMT+1) using Google Meet.

**Action points**

* Finish the PowerPoint and the Python application before the next meeting.
* Start working on the presentation recording individually to combine it later.