Meeting Minutes

Meeting title: Determine the project of the computer group.

Date & Time: October the 14th, 2024 at 5pm.

Location: Charles Seale-Hayne Library

Attendance:	Discussion
1. Abdulrahman Al Qawnas 2. Sallman ALhammad 3. Munawir Allharbi 4. Maha Almasoudi Absentees: ▪ No one is absent.	❖ We discussed several ideas for our project in the Computing Group Project course. We decided on 'University Advisory,' which is simply a web page that serves university students in discussing and helping each other with university-related issues and the problems they face

Meeting Facilitator & Scribe: Abdulrahman Al Qawnas.

Meeting Minutes

Meeting title: Identifying roles & tasks

Date & Time: November the 5th, 2024 at 7pm.
Location: Charles Seale-Hayne Library

Attendance	Discussion
1. Abdulrahman Al Qawnas 2. Sallman ALhammad 3. Munawir Allharbi 4. Maha Almasoudi Absentees: ▪ No one is absent.	❖ On this day, our focus was on the most significant aspects of the university advisory project and how we would divide the work among ourselves. Which is as follows: • Abdurrahman: Coding, Meeting minutes, Trello, Security. • Sallman: Project idea, Low fidelity prototype,Sprints, Survey. • Munawir: High fidelity prototype,HTML, CSS design • Maha: Coding,Database, Presentation ❖ Munawir Suggested a General chat button.

Meeting Facilitator & Scribe: Abdulrahman Al Qawnas.

Meeting Minutes

Meeting title: The Effective Use and Navigation of University Advisor Web Pages & Different Perspectives.

Date & Time: November the 20th, 2024 at 6pm

Location: Charles Seale-Hayne Library

Attendance:	Discussion
1. Abdulrahman Al Qawnas 2. Sallman ALhammad 3. Munawir Allharbi 4. Maha Almasoudi Absentees: ▪ No one is absent.	❖ The university advisor's total number of web pages and the methods for navigating and using them are also included. On the following, the group members couldn't agree: • Group 1: agreed that users can write or communicate in any of the accessible online specialties after entering their email address and password (login), (Sallman, Munawir, Maha). • Group 2: disagreed with this decision, arguing that users should be free to express their opinions within their specific areas of expertise and to comment on general queries or related topics in the general chat. They should assist students in their chosen field and refrain from disturbing or interrupting other groups to prevent the asking of irrelevant questions in other specialties (Abdulrahman). ❖ Abdulrahman suggested adding a notification button, logout button, user profile, save content for easy access.
Meeting Facilitator & Scribe: Abdulrahman Al Qawnas.	

Meeting Minutes

project plan structure

Date & Time: December the 8th, 2024 at 1am

Location: WhatsApp

Attendance:	Discussion
1. Abdulrahman Al Qawnas 2. Sallman ALhammad 3. Munawir Allharbi 4. Maha Almasoudi Absentees: ▪ No one is absent.	❖ We discussed the project plan structure with the group members. We organized the 20 questions among ourselves to ensure efficient coverage. • Salman took responsibility for questions 1, 2, 3, 4, and 7. • Abdulrahman tackled questions 5, 6, 8, 9, and 10. • Maha took on questions 11, 12, 13, 14, and 15, while • Manaor took on questions 16, 17,18,19,20. This division of tasks allows each of us to focus on specific areas, ensuring a thorough and well-coordinated approach to our project.

Meeting Facilitator & Scribe: Abdulrahman Al Qawnas.

Meeting Minutes

Date & Time: December the 15th, 2024 at 11pm

Location: WhatsApp

Attendance:	Discussion
1. Abdulrahman Al Qawnas 2. Sallman ALhammad 3. Munawir Allharbi 4. Maha Almasoudi Absentees: ▪ No one is absent.	❖ I discussed with Salman the deficiencies in the design of the low-fidelity prototype. It lacks the ideas I proposed to Salman, such as two boxes on the student login interface, allowing them to choose whether they are Plymouth University students or visiting students seeking information. I also mentioned that a user pro-file should be added along with a logout icon for those who wish to log out of their account. Additionally, I suggested that since the website's concept is a chat platform between students for mutual benefit, there should be a notifications icon. These deficiencies have impacted the high-fidelity prototype, making it less effective and user-friendly. ❖ Manwar took the high fidelity prototype.
Meeting Facilitator & Scribe: Abdulrahman Al Qawnas.	

Meeting Minute

Date & Time: December the 25th, 2024 at 8pm

Location: WhatsApp

Attendance:	Discussion
1. Abdulrahman Al Qawnas 2. Sallman ALhammad 3. Munawir Allharbi 4. Maha Almasoudi Absentees: ▪ No one is absent.	❖ Salman shared that we should include our names on the GitHub repository. However, according to Jj Video, we should not include the names of the group members in the GitHub repository. ❖ Salman suggested creating user testing for the website. This initiative aims to gather valuable feedback from actual users, identify any usability issues, and ensure that the final product meets the needs and expectations of our target audience.
Meeting Facilitator & Scribe: Abdulrahman Al Qawnas.	