**Team Name**: We Can Do It

**Date of Submission:** 02/28/2021

**Meeting Date & Time:** 02/28/2021 @ 4:00PM

**Meeting Location:** Zoom

**Meeting Duration:** 1 hour & 17 minutes

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| --- | --- | --- |
| **Team Members** | **X = Present** | **Notes** |
| Dhari Alenezi | X |  |
| Abdulrahman Alharbi | X |  |
| Elina Do | X |  |
| Andrew Nguyen | X |  |

**Progress:**

**Team accomplishments for the week:** This week we were able to finalize our team members and after some discussion we were able to decide on a team name as well, the We Can Do It team. We had briefly talked about what project we wanted to do the week before, but after some more in depth conversation with the help of the skills matrix, we all agreed that with our combined skill sets we would be able to efficiently work on the QR App with the Wichita Police Department. We also finished creating our code of conduct for the semester. In the code of conduct, we once again used the skills matrix to help determine everyone’s role in the project after assessing our strengths.

**Individual contributions:**

Dhari Alenezi: I discussed the group with the technologies that we will use for the project.

Abdulrahman Alharbi: I have Discussed the user interface.

Elina Do: I helped the group by creating a shared Google drive for us. This will help us efficiently collaborate on assignments and minutes together and can be used as a space to share resources as well.

Andrew Nguyen: Created the plan for future work and assigned tasks to group members with a proposed deadline.

**Project Tracking:**

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| --- | --- | --- | --- |
| **Team Member** | **Assignment** | **Due Date** | **% Complete** |
| Dhari Alenezi | Analyze the technologies that we will use in order to develop the project | 3/5/2021 | 60% |
| Abdulrahman Alharbi | Studying the user interface | 3/5/2021 | 50% |
| Elina Do | Manage Google drive and refresh SQL knowledge | 3/5/2021 | 50% |
| Andrew Nguyen | Weekly Minutes | 2/28/2021 | 100% |
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**Plan:**

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| **Assignment** | **Due Date** |
| Completely analyze the idea | 03/12/2021 |
| Make visual for the application | 03/12/2021 |
| Getting to meet with the WPD to discuss the application requirement. | Schedule appointment |
| Database layout | 03/19/2021 |
| Show WPD a visual example of the application | Schedule appointment |
| Design the UI/UX by using Adobe XD | 03/25/2021 |
| Getting to meet with the WPD to make sure about the idea that we design | Schedule appointment |
| Getting the User input template from the WPD | 03/18/2021 |
| Convert the UI/UX design to an active prototype | 4/ 1 / 2021 |
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**Issues:**

We had some contact issues through discord but we got it to work. Also, we have decided to take some of the work through google Docs. Also, we have decided to do a do-list using trello to track our progress each week.

Include the schedule for the next meeting:

Meeting Date & Time: **3/ 7 / 2021**

Meeting Location: **Zoom**