

Assignment 1 - Week 1-3 Report

Q1: What was accomplished in the last 3 weeks. Be specific in terms of what was done and who did what.

First Meeting with Wed. Jan. 22, 2025 at 5pm - 6:15pm:

Adrian's Contribution:

- Taking notes during the meeting. Asking questions such as is there any pre-made templates/design for the frontend page on how each page should look? What are the deliverables we are expected to complete?
- Researching some information about google meets software based on time limit concerns, and checking if European countries have more strict privacy policies.

Ben's Contribution:

- Setup, hosting and recording the meeting with the client. Meeting prep working on questions for clients, and researching about the client and not for profit. Saving and sharing recording and transcript.

Nicolas' Contribution:

- Taking notes at the meeting, asking questions such as: If we need to create our own SQL database, the permissions that the admin has compared to mentors and mentees, and clarification on the client's previous requirements (ie. what 'user stats' specifically means).

Jerome Contribution:

- Joined the team and got caught up to date on all progress, documents, tasks, and information for the project

Q2: What is next, what will be accomplished in weeks 4 & 5. Again be specific in terms of individual responsibilities and which milestones will be worked on.

Adrian's Contribution:

- Continue to work on road map
- Do research on certain deliverable tasks that are for backend coding.
- Create document for In-Scope and Out-of-Scope

Ben Contribution:

- Researching plugin for wordpress focusing on how to have different users(mentee, mentor, admin), private messaging, message board/discussion area
- Look into how the customer website is currently working as we just received a copy of the hosted website.

Nick's Contribution:

- Start on a dummy form to test SQL code in PHP to store mentor/mentee information.

Jerome's Contribution

- Start work on the front-end part of the project
- Research and take inspiration from other sites of similar requirements to roadmap

Q3: Meetings - What meetings took place with the client. Summarize the meeting minutes.

- First meeting was a rundown of the requirements. Our client agreed to send us a mockup of the UI for the project.

Q4: Project Status - ON TRACK / AHEAD / BEHIND and any impact on schedule moving forward.

- ON TRACK