**The A-Team**

Movie Database

**Minutes** for the Professional Development *Movie Database* meeting held on 23rd March at 10am.

**In attendance**: Faizaan, Amin, Daniel, Liam

**Apologies**: Anwar, Syed, Yonis

**Goal**: To introduce the team members, identify our project brief, and consider our approach to working together.

# Items Discussed

## Introductions

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| **Meet everyone in the group and introduce ourselves- Everyone present introduced themselves. We did this to allow the team to get comfortable and for everyone to get a chance to say their strengths and weaknesses.** | **Everyone in the group- Discussion and organisation led by Faizaan** | **23rd March** |

## Communication

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| **Began talking about potential communication applications and listed them (Slack, Teams, WhatsApp, Snap Chat, etc)** | **All members in attendance** | **23rd March** |
| **Began talking about pros and cons for each service.** | **All members in attendance** | **23rd March** |
| **Slack seems good in terms of sending data and information but has been used by only few people in the group** | **All members in attendance** | **23rd March** |
| **Teams has been used by the entire group and everyone has ease of access for everyone** | **All members in attendance** | **23rd March** |
| **WhatsApp is currently being used by everyone in the group and has a web application and files can be sent easily and is understood by all members of the group** | **All members in attendance** | **23rd March** |
| **Snap Chat is used by half the group, but messages are deleted after a set amount of time which could be problematic later** | **All members in attendance** | **23rd March** |
| **Group has decided to use WhatsApp as it provides all the services from teams, but the reason WhatsApp has been chosen is due to no learning curve for the group and everyone can start straight away** | **All members in attendance** | **23rd March** |

## Coordination

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| **Began talking about group roles** | **All members in attendance** | **23rd March** |
| **Faizaan has been made project manager and is also responsible for presenting the group presentation due to his confidence in leading a team and leading his group in last years group project** | **All members in attendance** | **23rd March** |
| **Amin has been appointed as lead developer due to his confidence in both front end and back-end coding ability** | **All members in attendance** | **23rd March** |
| **Daniel has been made front end developer due to his self-admitted strengths in CSS and HTML.** | **All members in attendance** | **23rd March** |
| **Liam has been made back-end developer due to his self-admitted strengths in PHP and SQL** | **All members in attendance** | **23rd March** |
| **Group has made the decision to keep in mind that all roles are flexible and not fixed so everyone may be working on everything at one point** | **All members in attendance** | **23rd March** |
| **Faizaan has suggested using Trello due to his previous experience and saying how easy it is to use for the group. Group has agreed to use Trello** | **Faizaan** | **23rd March** |

## Cooperation

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| **Group has agreed to use in person meetings to assess progress as it seems to be the best way to keep everyone responsible for what they are doing** | **All members in attendance** | **23rd March** |
| **Group has agreed to use GitHub due to the recommendation of group member Liam due to its short learning curve and efficiency when in use and from his previous experience with the software. GitHub will be used for both coding and non-code files for ease of access in one place** | **Liam** | **23rd March** |
| **Group has agreed to assign everyone work to do in-between meetings and then review that work during meeting and continue the process as it seems to be a good way to make constant process and assess that progress every meeting** | **All members in attendance** | **23rd March** |

## Interdependence

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| **Group has agreed that work will be divided up in terms of code, non-code, design** | **All members in attendance** | **23rd March** |
| **Group has set a group chat on WhatsApp for files and for team members to ask for help** | **All members in attendance** | **23rd March** |

## AOB

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| **All must read this week’s lecture notes- So everyone is up to date** | **All group members** | **25th March** |
| **Faizaan goes through functional and non-functional requirements and requirements analysis- Review on Friday with team to add more later** | **Faizaan** | **25th March** |
| **Faizaan creates timeline- Review on Friday with team** | **Faizaan** | **25th March** |
| **Faizaan creates questionnaire to generate customer feedback- review on Friday with team** | **Faizaan** | **25th March** |
| **Amin begins rough draft of the scripts we would need** | **Amin** | **25th March** |
| **All must research how to use GitHub** | **All group members** | **25th March** |
| **Liam creates a pseudo-ERD- Review on Friday with team** | **Liam** | **25th March** |
| **Daniel begins design of the webpages** | **Daniel** | **25th March** |

## Next meeting

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| Review tasks done | **All group members** | **25th March** |
| Finalise requirement analysis | **All group members** | **25th March** |
| Rough idea of front-end design | **All group members** | **25th March** |
| Rough idea of scripts for back end | **All group members** | **25th March** |
| Review rough ERD | **All group members** | **25th March** |