**Meeting Minutes**

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| **Subject** | | | | |
| Group Meeting 4 (Lab 2) | | | | |
| **Date, Time (duration) and Venue** | | | | |
| ·         30 August 2021  8:30am – 10:20 am  ·         SWLAB3 | | | | |
| **Attendees** | | | **Non-Attendees** | |
| · Anil Ankitha  · Chan Shao Jing  · Chong Yow Lim  · Lionel Wong Zhi Neng  · Low Jin Teng Jackson  · Ng Chi Hui  · Zachary Varella Lee Zheyu | | | ·         NIL | |
| **Chaired by: Chan Shao Jing** | | | |  |
| **Last meeting minutes have been reviewed** | | | | NA |
| **Progress Updates** | | | | |
| **Task** | **Problem/Issue/Progress** | **Solution/Action** | | **Taken by & deadline** |
| **Task1** | Planning of Lab 2 Deliverables | For the lab deliverables, the team will aims to finish split the work in the following manner:  Week 1 (4 Sep): Start on SRS and Quality Plan + Skeleton and UI for Prototype  Week 2 (11 Sep): Start on developing functionalities for prototype + Finish SRS and Quality Plan. | | Team / 4 Sep 2021 & 11 Sep 2021 |
| **Task2** | Uploading of Lab 1 Deliverable on SVN | The Lab Assistant informed us that we should upload a copy of our Lab 1 Deliverables on SVN in addition to the MediaWiki. Our Project Manager Shao Jing will be doing so prior to our next meeting. | | Chan Shao Jing / 4 Sep 2021 |
| **Task3** | Basic features and functionalities of our application. | The team discussed the basic requirements of our mobile application.  Profile: Users will have to register for an account and perform verification via sent to their email address. The registration process should be kept simple so that the elderly can register with ease.  Medication Reminder: The reminder will be an entry-based. Users will first enter the name, description, time of the medication and upload a picture if they wish to. The entry will be saved and users should be able to edit/delete the entry and select whether to turn on reminders for the particular entry. We will link up to the phone’s alarm system for the reminders.  Games: We have decided on 2 games for now which are:   1. Mental Math: Multiple choice math questions within a 1-minute time limit. Points will be given for each correct answer with more points given to streaks (consecutive correct answers). Points will be deducted for wrong answers to prevent random spamming of answers.      1. Simon Says: A 3x3 grid will be provided and our application will simulate a sequence of cells to be pressed. Users will have to follow what was simulated and tap on the grid in the same order. The length of the sequence will increment by 1 to infinity until the user enters a wrong input. The high score will be based on the highest length of sequence followed successfully.   Exercise Videos: We will use videos are hosted from YouTube and embed them in our application. The videos will be categorised based on their intensity level. | | Team / 30 Aug 2021 |
| **Task4** | Basic software/hardware requirements and planning for the prototype. | We have decided that the mobile application will be developed using Flutter and will be cross-platform on both Android and IOS.  Regarding the database, we will use Firebase to store the user profile details as well as the high score for the games.  Reminders will be stored on both the Firebase and locally so that they can have access to the reminders without internet connection.  Games can still be played without internet connection but high scores will not be saved.  Exercise videos will be embed into the application but an internet connection will be required to view the videos. | | Team / 30 Aug 2021 |
| **Task5** | Update Use Case Model and descriptions | As there were changes made to the functional requirements of our application, Zachary and Lionel will update our current use case model and descriptions before our next meeting. | | Zachary and Lionel / 4 Sep 2021 |
| **Task6** | Copyright Laws | The team highlighted that we should be mindful of copyright laws surrounding Youtube videos if we were to embed them in our application. Jackson was tasked to research on it and, we will film our own exercise videos as an alternative. | | Jackson / 30 Aug 2021 |
| **Task7** | Facebook function | Ankitha suggested that we could integrate a Facebook function into our application where users can share their high score on Facebook.  Zachary highlighted that we should be mindful of the number of functions we have as there is a project deadline to meet. As such, the team decided to not implement the function for now and focus on the basic functionalities instead.  Nevertheless, the team agreed that it is a good idea and we will attempt to develop it should there be enough time to do so. | | Team / 30 Aug 2021 |
| **Task8** | Quality Plan | The team briefly went through the different aspects of Quality Management as follows:  1. Functionality: Traceability from the different phases of the SDLC  2. Reliability: Scaling the prototype for iOS & Android releases. Reminders functionality should always work as desired.  3. Usability: Suitable for elderly usage (e.g. larger fonts than normal, simplistic, not too many buttons)  4. Efficiency: Using noSQL over SQL which is more efficient in retrieving data in terms of speed  5. Maintainability: Following design patterns and good coding standards conventions. High cohesion, low coupling.  6. Portability: Using Flutter which is supported by both iOS and Android development. Additional considerations to choose packages/libraries that are supported by both as well.  We further discussed the internal Quality Attributes for each SLDC Stage:  1. Requirements/Specifications: Review of documentations. Requirements are realistic & achievable within the duration of project timeline.  2. Analysis and Design: Verify against SRS when developing the prototype. Good communication within developers & QA members.  3. Implementation: Maintaining code practices. Usage of comments for functional points. Unit testing of each functionality.  4. Testing: Automated testing using test cases. Consider alternative flows in use case testing. Black box & white box testings.  5. Maintenance: Version controls using SVN & GitHub.  Lastly, we went through the Quality Metrics for the plan:  1. Functional points/length of codes  2. Cyctomatic Complexity (branches)  3. Fan-in/Fan-out (calling of other functions)  4. Length of Identifiers (optimal length, more descriptive)  5. Fog Index (measure of avg length of words/sentences in documentations)  6. Depth of Inheritance tree (optimal depth) | | Team / 30 Aug 2021 |
| **Task9** | Setup GitHub | Zachary highlighted that there is a need to setup our GitHub to collaborate on the application development.  Each team member provided their GitHub accounts to Zachary and he has created a repository. | | Zachary / 30 Aug 2021 |
| **Task10** | Delegating and assigning work/deliverables for each team member | The workload will be split in the following manner and each team will provide an update during the next meeting.  SRS – Shao Jing, Chi Hui, Yow Lim  Developing UI and Skeleton for Application – Zachary, Ankitha  Quality Plan – Jackson, Lionel  Zachary and Ankitha will also help out with the Quality Plan once they are done with the UI. | | Team / 30 Aug 2021 |
| **The next meeting will be held** | | | | Saturday, 4 Sep 2021, 2:00 – 4:00pm |
| **This minutes have been agreed by all attendees** | | | |  |