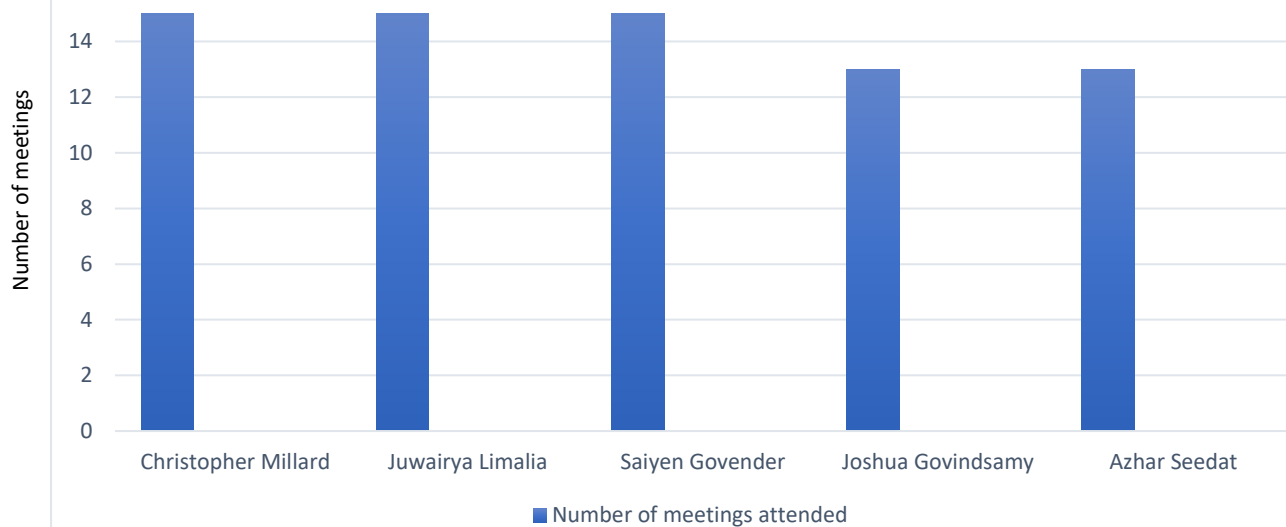# Compilation of SoluTek Meeting Minutes

Bar graph displaying meeting attendance for each team member

WIL GROUP 6 - SoluTek

MEETING 1 MINUTES

OPENING:

The regular meeting of [Wil Group 6] duly called and held on [9 April 2021] on [MS Teams] commencing at [10:00].

PRESENT WERE:

Christopher Millard (Team Leader)

Azhar Seedat

Juwairya Limalia

Joshua Govindsamy

Saiyen Govender

[Christopher Millard] acted as Chairman of the meeting and [Juwairya Limalia] recorded the minutes.

NEW BUSINESS:

1. Each team member discussed what their strength is:
    - Juwairya – Backend, primarily web development.
    - Joshua – Frontend, primarily web development.
    - Saiyen – Databases.
    - Azhar – Frontend, primarily web development.
    - Christopher – will be working with each team member ensuring group collaboration.

2. Discussing NGOs/NPOs to work with:
    - Joshua suggested the Denis Hurley Centre located in Durban. Christopher stated that welfare systems are easily exploitable and suggested that we use ID numbers for a tracking system.
    - Christopher suggested an adoption site for the SPCA

> ➢ Azhar suggested a Covid-19 app that can keep track of Covid-19 test documents and locate Covid hotspots.
> ➢ Juwairya suggested a GBV app for a discrete hotline or reporting GBV crime.
> ➢ A carbon-footprint calculator or an app that tracks environmental statistics linked to geolocation.

3. Discussing different approaches to the software development life cycle.
4. Confirmation that the app/website will have a login and registration.
5. Security is the focal point of the app/website.
6. Team leader delegated that each team member thinks of possible app names/logos and app ideas.
7. Discussing the date and place of our next meeting.

ADJOURNMENT:

Meeting was adjourned at [10:47] by [Christopher Millard].

WIL GROUP 6 - SoluTek

MEETING 2 MINUTES

OPENING:

The regular meeting of [Wil Group 6] duly called and held on [12 April 2021] on [MS Teams] commencing at [12:00].

PRESENT WERE:

Christopher Millard (Team Leader)

Juwairya Limalia

Joshua Govindsamy

Saiyen Govender

[Christopher Millard] acted as Chairman of the meeting and [Juwairya Limalia] recorded the minutes.

ABSENT

Azhar Seedat

NEW BUSINESS:

1. Finalised the group name:
   - SoluTek
2. Finalised the slogan:
   - Byte Our Dust
3. Finalised the logo:
   - Insert Image here :)
4. The POE only requires an android app and not a website.

5. Finalised the NPO/NGO:
   - The Denis Hurley Centre

6. Possible app components/features:

- A dashboard for admin to assign volunteers into their designated groups.
- A status for volunteers e.g Awaiting to be assigned, In a group etc..
- An ID combined with a random number generator for registered users to sign in.
- A notification system to update volunteers on any changes.
- Volunteers can clock-in and clock-out and keep track of their hours.
- A profile for volunteers that includes their registered username, their email and their current volunteer duty.
- An area for admins to record issues that occurred on volunteer days.
- A countdown timer until the next volunteer day.
- Using dropbox for admins to delegate duties to volunteers.
- To be finalised: use azure or use firebase?

7. Going to the Denis Hurley Centre to find out if they have a database or not.

ADJOURNMENT:

Meeting was adjourned at [13:00] by [Christopher Millard].

WIL GROUP 6 - SoluTek

MEETING 3 MINUTES

OPENING:

The regular meeting of [Wil Group 6] duly called and held on [16 April 2021] on [MS Teams] commencing at [4:55].

PRESENT WERE:

Christopher Millard (Team Leader)

Azhar Seedat

Juwairya Limalia

Joshua Govindsamy

Saiyen Govender

[Ma'am Leavashni] acted as Chairman of the meeting and [Juwairya Limalia] recorded the minutes.

NEW BUSINESS:

1. Discussed our possible NGOs. Ma'am stated that she prefers the Denis Hurley Centre because it is unique.
2. Ma'am asked if the NGO has an existing website and if the group is considering revamping it.
3. In 2 weeks (30th of April) a feasibility report and a project plan document will be due:
    - Specifically, 1 to 7.2.8 in the module manual guide is due.
    - The project plan will have to be presented to the NGO as well as a letter from VC stating that the group will be doing official student business.
    - Ma'am stated that it is much better to hand the project plan to the NGO in person.
4. The project plan includes:
    - Vision, mission, goals and objectives.
    - A list of desired milestones.
    - A WBS (don't over-allocate resources)

- A project schedule in the form of a Gantt chart using MS project or a similar tool.
- A risk management analysis with solutions and probability of occurrence for each risk.
- A headshot of each team member alongside a one-page cv for each member and their main duties for the POE.

5. All project documents will follow the following procedure before submission:
   - Documents are placed in a letterhead.
   - Documents will be gathered and checked by the group secretary.
   - Team leader will check the documents a second time.
   - Documents will be uploaded to GitHub.
   - Ma'am will view and edit documents on GitHub.
   - Secretary will implement Ma'ams changes.

6. The NGO will be invited for the final project presentation at the end of the year and the NGO could hand out letters of recommendation if they chose to do so.

7. Maintenance of the application is considered as an outreach program.

ADJOURNMENT:

Meeting was adjourned at [5:30] by [Ma'am Leavashni].

WIL GROUP 6 - SoluTek

MEETING 4 MINUTES

OPENING:

The regular meeting of [Wil Group 6] duly called and held on [17 April 2021] on [MS Teams] commencing at [12:10].

PRESENT WERE:

Christopher Millard (Team Leader)

Azhar Seedat

Juwairya Limalia

Joshua Govindsamy

Saiyen Govender

[Christopher Millard] acted as Chairman of the meeting and [Juwairya Limalia] recorded the minutes.

NEW BUSINESS:

1. Allocating tasks to each team member:
    - 7.1 (Feasibility Report) – Chris, Saiyen and Juwi.
    - 7.2.1 (System Vision Document) – Juwi.
    - 7.2.2 (Milestones) – Juwi.
    - 7.2.3 (WBS) – Azhar.
    - 7.2.4 (Project Schedule) – Chris.
    - 7.2.5 (Risk Management) – Josh, Azhar and Juwi.
    - 7.2.6 (Technical Feasibility) – Saiyen.
    - 7.2.7 (Economic Feasibility) – Saiyen and Chris.
2. Josh will be creating a draft letterhead with a purple colour scheme, due 20th April.
3. Possibly using Trello or Lucidchart instead of MS project.

ADJOURNMENT:

Meeting was adjourned at [12:50] by [Christopher Millard].

WIL GROUP 6 - SoluTek

MEETING 5 MINUTES

OPENING:

The regular meeting of [Wil Group 6] duly called and held on [5 May 2021] on [MS Teams] commencing at [11:20].

PRESENT WERE:

Christopher Millard (Team Leader)

Azhar Seedat

Juwairya Limalia

Joshua Govindsamy

Saiyen Govender

[Christopher Millard] acted as Chairman of the meeting and [Juwairya Limalia] recorded the minutes.

NEW BUSINESS:

1. Discussing when to meet with the NGO, possibly Tuesday after lectures.
2. Discussing how much time to dedicate per week to the assignment (2-3 hours a week per person).
3. Team roles:
   - Josh – UI Designer.
   - Azhar – UI Designer.
   - Saiyen – Database Manager
   - Juwi – Developer
   - Chris – Developer
4. CVs are due Monday (10th May).
5. By Second semester, at least the GUI should be completed.

ADJOURNMENT:

Meeting was adjourned at [11:40] by [Christopher Millard].

<h1 style="text-align:center">WIL GROUP 6 - SoluTek</h1>

<h2 style="text-align:center">MEETING 6 MINUTES</h2>

OPENING:

The regular meeting of [Wil Group 6] duly called and held on [17 May 2021] on [MS Teams] commencing at [15:08].

PRESENT WERE:

Christopher Millard (Team Leader)

Azhar Seedat

Juwairya Limalia

Joshua Govindsamy

Saiyen Govender

[Christopher Millard] acted as Chairman of the meeting and [Juwairya Limalia] recorded the minutes.

NEW BUSINESS:

1. Some of the group members met with Mr Raymond from the Dennis Hurley centre on Thursday (13th May), he requested that we create a new website with update features. This project is not enough to meet the WIL requirements of an android application and database solution.
2. Discussed new possible NGOs, mostly likely one pertaining to GBV. Possible android solutions are showing victims of SA nearby hospitals and/or a digital panic button as a preventative measure.
3. Priorities for a GBV android solution:
    - Anonymity.
    - Not victim blaming.

ADJOURNMENT:

Meeting was adjourned at [15:47] by [Christopher Millard].

WIL GROUP 6 - SoluTek

MEETING 7 MINUTES

OPENING:

The regular meeting of [Wil Group 6] duly called and held on [30 May 2021] on [MS Teams] commencing at [11:10].

PRESENT WERE:

Christopher Millard (Team Leader)

Azhar Seedat

Juwairya Limalia

Joshua Govindsamy

Saiyen Govender

[Christopher Millard] acted as Chairman of the meeting and [Juwairya Limalia] recorded the minutes.

NEW BUSINESS:

1. JFF meeting scheduled at 10:00 am on the 31st of May (Tomorrow).
2. Ideas for the Jes Foord Foundation:
    *   Creating an android application version of their existing website.
    *   Displaying nearest drop-off points on a map for users.

ADJOURNMENT:

Meeting was adjourned at [11:27] by [Christopher Millard].

WIL GROUP 6 - SoluTek

MEETING 8 MINUTES

OPENING:

The regular meeting of [Wil Group 8] duly called and held on [19 July 2021] on [MS Teams] commencing at [10:00].

PRESENT WERE:

Christopher Millard (Team Leader)

Juwairya L4imalia

Saiyen Govender

ABSENTESS:

Joshua Govindsamy

Azhar Seedat

[Christopher Millard] acted as Chairman of the meeting and [Juwairya Limalia] recorded the minutes.

NEW BUSINESS:

1. Just stick to a census taking app and not a desktop application.
2. Requirement modelling documents need to be done:
   - Problem domain with business logic
   - Solution domain with UML use cases
   - CRUD table with data entities and domain classes
   - A table showing GUI input and output
   - Class diagrams showing relations between each class and its attributes

(Information about the requirements document can be found in the module manual)

3. Document due next week Tuesday (27 July 2021)

ADJOURNMENT:

Meeting was adjourned at [10:27] by [Christopher Millard].

WIL GROUP 6 - SoluTek

MEETING 9 MINUTES

OPENING:

The regular meeting of [Wil Group 6] duly called and held on [28 July 2021] on [MS Teams] commencing at [14:00].

PRESENT WERE:

Ma'am Leavashni Pillay

Christopher Millard (Team Leader)

Saiyen Govender

Juwairya Limalia

Azhar Seedat

Joshua Govindsamy

[Ma'am Leavashni] acted as Chairman of the meeting and [Juwairya Limalia] recorded the minutes.

NEW BUSINESS:

1. Changes that need to be made to the system vision document:
   - Add a problem description, system capabilities and business benefits.
   - Remove stakeholder description, functional requirements, risks, and constraints.
2. Changes to the WBS:
   - Specify which team members are in charge of which tasks.
3. Changes to the Gantt chart:
   - Add predecessors.
4. Create a table for milestones and associated deliverables (no dates are needed)
5. Add a table for risk management (Column headings: risk, probability, impact of the risk and mitigation of the risk) - use colour coordination for probability and impact of the risk.
6. Changes to the technical feasibility report:
   - Remove the first table.

- Remove the "Alternatives" column in the second table.

7. Documents in the project proposal should be separated and placed in a letterhead.
8. Consider making an end-user license agreement.
9. Adhere to the team leaders' deadlines
10. Updated and final project proposal is due on the 20th of August but must be submitted to Chris by the 19th.

ADJOURNMENT:

Meeting was adjourned at [15:00] by [Ma'am Leavashni].

WIL GROUP 6 - SoluTek

MEETING 10 MINUTES

OPENING:

The regular meeting of [Wil Group 6] duly called and held on [11 August 2021] on [MS Teams] commencing at [12:45].

PRESENT WERE:

Christopher Millard (Team Leader)

Juwairya Limalia

Azhar Seedat

Joshua Govindsamy

Saiyen Govender

[Christopher Millard] acted as Chairman of the meeting and [Juwairya Limalia] recorded the minutes.

NEW BUSINESS:

1. Diagrams can be kept simple/vague until we receive further communication from the JFF team throughout the semester.
2. All users have the same access to the application.
3. Mobile application is limited to just adding census data whereas the desktop application will be used for adding and searching through data.
4. Mobile and desktop applications will allow users to edit data but only the desktop application can delete data.
5. Subtotals and totals for the census data will be autogenerated by the system to save time for the user.
6. The system will be able to take a photo of the school emblem.
7. JFF members use phones and tablets.
8. Individuals in the group should track what documents they're in charge off and track edits made to documents in a change log.

ADJOURNMENT:

Meeting was adjourned at [13:30] by [Christopher Millard].

WIL GROUP 6 - SoluTek

MEETING 11 MINUTES

OPENING:

The regular meeting of [Wil Group 6] duly called and held on [6 September 2021] on [MS Teams] commencing at [11:00].

PRESENT WERE:

Christopher Millard (Team Leader)

Saiyen Govender

Juwairya Limalia

Azhar Seedat

Joshua Govindsamy

[Christopher Millard] acted as Chairman of the meeting and [Juwairya Limalia] recorded the minutes.

NEW BUSINESS:

1. Ma'am Leavashni wants to schedule a meeting soon.
2. The design document needs to be completed.
3. Josh and Azhar will create a few skeleton ideas for the GUI as well as a GUI definition before meeting with the JFF.
4. Backend developers will determine the architectural design and the logic of the system.

ADJOURNMENT:

Meeting was adjourned at [11:30] by [Christopher Millard].

WIL GROUP 6 - SoluTek

MEETING 12 MINUTES

OPENING:

The regular meeting of [Wil Group 6] duly called and held on [7 September 2021] on [MS Teams] commencing at [14:00].

PRESENT WERE:

Ma'am Leavashni

Christopher Millard (Team Leader)

Saiyen Govender

Joshua Govindsamy

Juwairya Limalia

Azhar Seedat

[Ma'am Leavashni] acted as Chairman of the meeting and [Juwairya Limalia] recorded the minutes.

NEW BUSINESS:

1. Ma'am Leavashni asked for our mock presentation to be ready by the 23rd to 26th November.
2. Ma'am suggested that we use emaze.com for our presentation.
3. Create categories in the documents for the android application and the website.
4. Ensure our WIL deadlines don't clash with other module deadlines.
5. Team members should maintain minimum 80% attendance for team members.
6. The design document shows how the user interacts with each screen.
7. Determine our final logo design.
8. Two crud tables (one for the website and one for the app).

ADJOURNMENT:

Meeting was adjourned at [15:00] by [Ma'am Leavashni].

WIL GROUP 6 - SoluTek

MEETING 13 MINUTES

OPENING:

The regular meeting of [Wil Group 6] duly called and held on [1 October 2021] on [MS Teams] commencing at [14:10].

PRESENT WERE

Christopher Millard (Team Leader)

Saiyen Govender

Joshua Govindsamy

Juwairya Limalia

Azhar Seedat

[Christopher Millard] acted as Chairman of the meeting and [Juwairya Limalia] recorded the minutes.

NEW BUSINESS:

1. JFF liked the interfaces shown to them.
2. JFF will invite us to their next school conference so the team can understand how the data intake is conducted.
3. Finalise the design document – development suggested to start by the 13th October.
4. Use firebase for the online database. SQL can be done for an offline system.

ADJOURNMENT:

Meeting was adjourned at [14:40] by [Christopher Millard].

WIL GROUP 6 - SoluTek

MEETING 14 MINUTES

OPENING:

The regular meeting of [Wil Group 6] duly called and held on [29 November 2021] on [MS Teams] commencing at [13:00].

PRESENT WERE

Christopher Millard (Team Leader)

Saiyen Govender

Joshua Govindsamy

Juwairya Limalia

Azhar Seedat

[Christopher Millard] acted as Chairman of the meeting and [Juwairya Limalia] recorded the minutes.

NEW BUSINESS:

1. Mock presentation –Friday (3rd December)
2. Final presentation – 14th December
3. Android app will not be on Google PlayStore
4. Web App will be deployed
5. Brochures for a rundown of the app (breakdown technical terms)
6. Create a demo video for the app/ web app in case of connectivity issues during the presentation.

ADJOURNMENT:

Meeting was adjourned at [13:40] by [Christopher Millard].

<p align="center"><u>WIL GROUP 6 - SoluTek</u></p>

<p align="center"><u>MEETING 15 MINUTES</u></p>

OPENING:

The regular meeting of [Wil Group 6] duly called and held on [2 December 2021] on [MS Teams] commencing at [16:00].

PRESENT WERE

Christopher Millard (Team Leader)

Saiyen Govender

Juwairya Limalia

Azhar Seedat

ABSENTEES

Joshua Govindsamy

[Christopher Millard] acted as Chairman of the meeting and [Juwairya Limalia] recorded the minutes.

NEW BUSINESS:

1. Checking on everyones' speech for the document walkthrough.
2. Saiyen will be taking over for azhar during the final presentation.
3. Be there no later than 9:20 to prepare.

ADJOURNMENT:

Meeting was adjourned at [16:20] by [Christopher Millard].