**Meeting 1**

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| **Date** | 06/02/2023 |
| **Meeting Time** | 15:00 – 18:00 |
| **Meeting Location** | UWE Frenchay Campus 2N24/40 |
| **Attendees** | Yazeed, Rohaan, Amro, Benjamin |
| **Absent** | N/A |

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| **Type of meeting** | Initial Meeting – Aims, Objectives & Requirements |
| **Project topics discussed** | * Setup project management application to be used by the team (Jira). * Chose tools used to create web-based database system (HTML/CSS/JS, Flask, NoSQL). * Identified project aim, and half of objectives |
| **Development plans (Next meeting)** | Identify the rest of project objectives & requirements (functional/non-functional) |
| **Notes** | Rohaan was assigned to be project leader at the start of the session and set-up a template document to outline aims, objectives & requirements. Rohaan has assigned roles & objectives to team complete in the session and next session.  Ben & Amro has worked on setting up Jira environment creating appropriate outlines.  Yazeed & Rohaan Have highlighted brief & key points to evaluate aims. Yazeed has setup Gitlab Group Repository.  Rohaan/Team have discussed with a concise aim of the project as well as coming up with a few SMART Objectives.  Team has discussed what applications will be used to create project.  Rohaan has assigned entire team to research the purpose of requirements & objectives in preparation for next meeting. |
| **Next date planned for meeting:** | 09/02/2023 |

**Meeting 2**

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| **Date** | 06/02/2023 |
| **Meeting Time** | 09:00 – 12:00 |
| **Meeting Location** | UWE Frenchay Campus 2N24/40 |
| **Attendees** | Yazeed, Rohaan, Amro, Benjamin |
| **Absent** | N/A |

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| **Type of meeting** | Finishing – Aims, Objectives & Requirements |
| **Project topics discussed** | * Identified functional & non-functional requirements of system. * Analysed and optimised objectives & project aim. * Discussed approach to the next few weeks in terms of work |
| **Development plans (Next meeting)** | Identify the rest of project objectives & requirements (functional/non-functional) |
| **Notes** | Rohaan had appended the work from last week adding objectives & a few functional requirements in his own time.  Yazeed, Amro & Ben had researched & identified requirements in their own time. Yazeed has also drafted a quick use-case diagram.  Team added requirements to the document and individually researched and added new requirements and optimised them applying MOSCOW.  Rohaan had assigned homework to the team including himself to setup development environment in their own time (Setup Flask, MongoDB etc.). He also assigned team to setup Gantt chart on Jira to present day in preparation of next week for project planning and to research it. |
| **Next date planned for meeting:** | 13/02/2023 |

End of week 3, we will plan design documentation in week 4 and 1 individual will start front end abit and then that individual will be the project leader to ensure fairness then the rest of the team are front end engineers or smth.