

Minutes

Meeting minutes must be included

Minute from project meeting in project team 21

Time/location: Teams, 18.00-20.30
Present: Raphael Storm Larsen, Sara Savanovic Djordjevic, Daniel Pietrzykowski Sarjomaa and Sigrid Blystad
Absent: Nemanja Tasic

Case no 1: Approval of the Agenda

The agenda was approved

Case no 2: Approval of minutes of the last meeting

The minutes of our previous meeting were approved

Case no 3: Distribute roles

We distributed roles. Sigrid is the group leader, Raphael is the meeting organizer, Sara is the document manager and Daniel and Nemanja are board members and help with what is needed.

Case no 4: Collaboration agreement

We discussed the collaboration agreement and started on it. Sara is responsible for delivering

Case no 5: Summary and questions

This week we are working on the collaboration agreement. There were no other questions.

02.02.2022, Sigrid Blystad

Minute from project meeting in project team 21

Time/location: Teams, 18.30-19.00
Present: Nemanja Tomic, Sara Savanovic Djordjevic, Daniel Pietrzykowski
Sarjomaa and Sigrid Blystad
Absent: Raphael Storm Larsen

Case no 1: Approval of the Agenda

The agenda was approved

Case no 2: Approval of minutes of the last meeting

The minutes of our previous meeting were approved

Case no 3: Prepare for the project

We read through the project description together and tried to interpret what to do. We planned a new meeting on Wednesday so that we can continue.

Case no 4: Summary and questions

This was a short meeting. There were no other questions.

21.02.2022, Sigrid Blystad

Minute from project meeting in project team 21

Time/location: Teams, 18.00-18.30
Present: Sara Savanovic Djordjevic, Daniel Pietrzykowski Sarjomaa,
Sigrid Blystad and Raphael Storm Larsen
Absent: Nemanja Tomic

Case no 1: Approval of the Agenda

The agenda was approved

Case no 2: Approval of minutes of the last meeting

The minutes of our previous meeting were approved

Case no 3: Checklist

We agreed on tasks and who should do what. Sigrid creates folders in sharepoint before the next meeting. Sara makes a list of tasks to be done so that we have an overview of tasks on the project.

Case no 4: Summary and questions

This was a short meeting. There were no other questions.

23.02.2022, Sigrid Blystad

Minute from project meeting in project team 21

Time/location: S308, 08.00-12.00 and 17.00-18.00 Zoom
Present: Sara Savanovic Djordjevic, Sigrid Blystad, Raphael Storm Larsen and Nemanja Tomic, Varun Srivastava
Absent: Daniel Pietrzykowski Sarjomaa (Present for zoom meeting)

Case no 1: Approval of the Agenda

The agenda was approved

Case no 2: Approval of minutes of the last meeting

The minutes of our previous meeting were approved

Case no 3: Meeting Objective

The purpose of this meeting was to plan out and get started with the initial development of the project. Despite the lack of details on the clients' needs, we were able to make good progress on the basic elements of the first report.

Case no 4: Constructing Wireframe

We started the meeting off by constructing an initial wireframe while discussing how each of us envisioned the final product. Through this process we have set some limitations on the product to make sure we don't overextend while at the same time including all necessary features and leaving room for later expansion. The complete wireframe can be found as a pdf in the 'Dokumenter/General' SharePoint directory.

Case no 5: Questions for LA, client and user testing

We then proceeded to prepare documents for later use in the project. Sara wrote a list of questions we could ask the learning assistant which we would meet later during the day. Sigrid digitalized and refined the wireframe so that it might be utilized as a user test. This document can also be found in the 'Dokumenter/General' folder in SharePoint. Raphael wrote down questions to be used in a future discussion with the client. The purpose of the questions is to determine what features should be prioritized in the final product.

Case no 6: Constructing Domain Model

The next case of the day was to get started on the domain model. Using the whiteboard, we constructed an overview of the program's dataflow in relation to classes and functions. This process gave further insight into the limitations and features of the final application. The complete domain model will be available on SharePoint later this week (as of 28.02.22).

Case no 7: Misc talking points

In addition to previously mentioned cases, several minor cases were brought up.

- Standardization of meeting summons and minutes are available in SharePoint under 'Dokumenter/Møteinnkallinger og referater'.
- After doing any amount of work on the project, it is important that you register it in the excel document found in SharePoint under 'Dokumenter/Prosjektoppgave/Timeliste.xlsx'. Values marked in blue are lectures.
- Friendly reminder to keep good, clear communications throughout the project.
- Remember to keep a personal log of your progress and participation in the project. Doing this will make it a lot easier to write the personal report in the final phases of the project.

Learning Assistant meeting

Later in the day at 17:00, we held a meeting with our assigned learning assistant Varun Srivastava.

Case 1: Wireframe and Domain model Review

We asked the LA to review our wireframe and domain model to determine if the project were heading in the right direction. When presented with the wireframe, Varun

noted that it was unnecessarily detailed, and that a wireframe was typically limited to a single page. This was of course partly by design, as the wireframe was made to be used during user testing. We were told that changing the wireframe wasn't necessary so long as it effectively communicated the progress of the project. The domain model did not meet the same critique, and was approved by the LA.

Case 2: Advice on Vision Document

Next up we asked for advice on the vision document and the length requirement of 16 pages. Although he wasn't allowed to give much direct help on writing the document, we were informed that the document should function as a detailed pitch to a potential client, including the purpose and functions of our product, as well as how it is the better choice between us and the competitor, and how we will achieve developing the application. Varun also specified that all points of the vision document might not be necessary, reducing the overall length of the document. The LA would review the document as soon as a WiP version was available.

Case 3: Summary, Action being taken

The following actions are being taken:

- Nemanja will digitalize the domain model.
- Sigrid and Sara will start doing user studies.
- Raphael will arrange for a client meeting later in the week.
- Daniel and Raphael will begin working on the vision document.

28.02.2022, Raphael Storm Larsen

Minute from project meeting in project team 21

<u>Time/location:</u>	Teams, 10.15-12.00
<u>Present:</u>	Sara Savanovic Djordjevic, Sigrid Blystad, Raphael Storm Larsen and Nemanja Tomic
<u>Absent:</u>	Daniel Pietrzykowski Sarjomaa

Case no 1: Approval of the Agenda

The agenda was approved

Case no 2: Approval of minutes of the last meeting

The minutes of our previous meeting were approved

Case no 3: Future project

At today's meeting, we started with the realization of the future project/application. After Raphael's conversation with the client, we received the necessary information about the project. The client wants an application that monitors and registers participants in nature trail/treasure hunt.

Case no 4: The application

The application should record and track the participants/teams, their progress from point to point on the track, points scored during the game as well as the time required to complete the game. At the last meeting we started to develop a potential (client interview has not yet been conducted) framework and domain model. Today we started modifying and adapting those. Now that we know the wishes and needs of the client, we can more precisely define the role and functions of the future application.

Case no 5: Summary and questions

There was no change in the distribution of tasks for the project agreed at the last meeting, and there were no other questions:

- Nemanja will digitalize the domain model.
- Sigrid and Sara will start doing user studies.
- Raphael will arrange for a client meeting later in the week.
- Daniel and Raphael will begin working on the vision document.02.March

02.03.22, Nemanja Tomic

Minute from project meeting in project team 21

<u>Time/location:</u>	Teams, 10.15-12.00
<u>Present:</u>	Daniel Pietrzykowski Sarjomaa, Sigrid Blystad and Raphael Storm Larsen and Nemanja Tomic
<u>Absent:</u>	Sara Savanovic Djordjevic

Case no 1: Approval of the Agenda

The agenda was approved

Case no 2: Approval of minutes of the last meeting

The minutes of our previous meeting were approved

Case no 3: Progress

At today's meeting, we discussed about the progress of the project, what tasks have been completed and which tasks remain to be completed before the submission deadline. We received additional information from the client regarding the functions that the application should contain and we have talked how to implement them in the existing design.

Case no 4: What have we done so far?

So far we have done wireframe, domain model and users tests. We have also started with the collection of the necessary documentation for the Vision document.

Case no 5: Summary and questions

It remains to review all the works that has been done once again at the meeting scheduled for tomorrow, possibly make the necessary corrections if it is needed and submit everything together within the submission deadline. There were no other questions.

04.03. 2022, Nemanja Tasic

Minute from project meeting in project team 21

<u>Time/location:</u>	Teams, 16.00-16.30
<u>Present:</u>	Sara Savanovic Djordjevic, Daniel Pietrzykowski Sarjomaa, Sigrid Blystad and Raphael Storm Larsen and Nemanja Tasic
<u>Absent:</u>	No one

Case no 1: Approval of the Agenda

The agenda was approved

Case no 2: Approval of minutes of the last meeting

The minutes of our previous meeting were approved

Case no 3: This week

All the tasks on the checklist must be completed today, Sigrid and Sara put everything together in a pdf as soon as everyone has finished their tasks.

Case no 4: Summary and questions

This was a small meeting to remind of deadlines and possibly ask for help if anyone needed it. There were no other questions.

05.03.2022, Sigrid Blystad

Minute from project meeting in project team 21

Time/location: Teams, 16.00-16.30
Present: Sara Savanovic Djordjevic, Daniel Pietrzykowski Sarjomaa, Sigrid Blystad and Raphael Storm Larsen and Nemanja Totic
Absent: Varun Srivastava

Case no 1: Approval of the Agenda

The agenda was approved

Case no 2: Approval of minutes of the last meeting

The minutes of our previous meeting were approved

Case no 3: This week

Since we completed the tasks last week and have devops this week, we agreed to take it easy with project work this week. We therefore do not have any special tasks that need to be done right now. We will continue the project next Monday, at the group meeting.

Case no 4: Summary and questions

We all agreed and there were no other questions.

07.03.2022, Sigrid Blystad

Minute from Project meeting in project team 21

Time/location: K110, 14.15-16.00

Present: Sara Savanovic Djordjevic, Daniel Pietrzykowski Sarjomaa, Sigrid Blystad and Raphael Storm Larsen and Nemanja Tomic

Absent: Varun Srivastava

Case no 1: Approval of the Agenda

The agenda was approved

Case no 2: Approval of minutes of the last meeting

The minutes of our previous meeting were approved

Case no 3: This week

During the meeting we went through different tasks and things to do before the next iteration. We have distributed the tasks as follows:

These should be finished this week:

MVP: Raphael and Daniel, Sequence diagram: Nemanja, Improved wireframe: Sigrid, Gantt chart: Sara

Case no 4: Next week

These should be finished next week

User tests: Sigrid, Sara, Nemanja, Wiki: Raphael and Daniel

Case no 5: Summary and questions

Since we have a lot to do in other subjects, we do not have more “group meetings” this week. We have a meeting with Ali on Tuesday 15.03.22, where everyone must be present either physically or on teams. In order for us to have control of the various tasks, everyone is responsible for sending a small log (In teams) before Thursday 23.59. The next meeting will be as usual, Monday, 14.15 (K110)

14.03.22, Sigrid Blystad

Minute from project meeting in project team 21

Time/location: K110, 14.15-16.00

Present: Sara Savanovic Djordjevic, Daniel Pietrzykowski Sarjomaa, Sigrid Blystad and Raphael Storm Larsen and Nemanja Tosic and Varun Srivastava

Absent: No one

Case no 1: Approval of the Agenda

The agenda was approved

Case no 2: Approval of minutes of the last meeting

The minutes of our previous meeting were approved

Case no 3: Questions for the TA

During the meeting we had different questions for the TA involving issue board screenshots, the sequence diagram etc. Involving issue board screenshots Raphael asked about how we should do the screenshots and our TA said we don't have to take screenshots and instead we can dig around in git analytics and find a graph that show all issues that was written along the way. Afterwards the TA looked at our sequence diagram, and we had a question about how we should show multiple loops of the program, but the TA then told us to only show one iteration of the program instead of a loop. He also said the sequence diagram should have short and precise text and explained that's the reason why the program caps it at 30 max characters

Case no 4: Summary and questions

MVP: the mvp will be finished Tuesday 23:59

The next meeting will be 14:15(K110) as usual with the TA but next time we will also give our TA a 5-minute summary of how it's going so he can forward it to Ali. The summary will just be a quick chat about what we have been able to do since the last meeting and what need to be done before the next meeting. This is a regular part of every Monday meeting, but he will try to show up from now on.

21.03.22, Daniel Pietrzykowski Sarjomaa

Minute from project meeting in project team 21

Time/location: Teams, 14.15-16.00

Present: Sara Savanovic Djordjevic, Daniel Pietrzykowski Sarjomaa, Sigrid Blystad and Raphael Storm Larsen and Nemanja Tomic, Varun Srivastava

Absent: No one

Case no 1: Approval of the Agenda

The agenda was approved

Case no 2: Approval of minutes of the last meeting

The minutes of our previous meeting were approved

Case no 3: Update

We went through what we have done and future thoughts with Varun. It was a little difficult to understand the guidance we received, as he would not comment on anything. We asked him about our wireframe, but he said he did not know anything about it. We assigned new tasks to the Project. This was written into our plan.

Case no 4: Summary and questions

This was a short meeting. There were no other questions than the ones we asked Varun.

28.03.2022, Sigrid Blystad

Minute from project meeting in project team 21

Time/location: Teams, 14.30-16.00

Present: Sara Savanovic Djordjevic, Daniel Pietrzykowski Sarjomaa, Sigrid Blystad and Raphael Storm Larsen and Nemanja Totic, Varun Srivastava

Absent: No one

Case no 1: Approval of the Agenda

The agenda was approved

Case no 2: Approval of minutes of the last meeting

The minutes of our previous meeting were approved

Case no 3: Update

We went through what we have done with Varun but he had no comments.

Case no 4: Easter

After the update with the TA we planned the next client meeting and what tasks we have to do until then, and during Easter. We updated the Gant chart.

Case no 5: Summary and questions

This was a short meeting. There were no other questions than the ones we asked Varun.

04.04.2022, Sigrid Blystad

Minute from project meeting in project team 21

Time/location: K110, 15.15-17.00

Present: Sara Savanovic Djordjevic, Daniel Pietrzykowski Sarjomaa, Sigrid Blystad and Raphael Storm Larsen and Nemanja Totic, Varun Srivastava

Absent: No one

Case no 1: Approval of the Agenda

The agenda was approved

Case no 2: Approval of minutes of the last meeting

The minutes of our previous meeting were approved

Case no 3: Meeting Objective

The objective of this meeting was to orient everyone on the team about the status of the project, as well as dividing the work for the coming week.

Case no 4: Results

During the meeting we discussed how tasks were progressing in the project and what needed to be done. We compiled a to-do list and divided up the work as follows:

- Update Wireframe (TBD)
- Create Class Diagram (Nemanja)
- Finalize Main Report o Part 1 + Abstract + Assignment description (Nemanja)
 - o Part 2 (Sara) 50%
 - o Part 3 (Sara)
 - o Part 4 (Sigrid)
 - o Part 5 (Sigrid and Daniel)
 - o Part 6 (---)
 - o Update Gant Chart (Sara)
 - o Update timesheets with status reports for each team member (Sigrid)
- Finalize Vision Document:
 - o Universal design (Sara)
 - o Stakeholders (Daniel)
 - o Risk analysis (Daniel, Sigrid)
 - o Extra features (Daniel)
- Finalize Product Executable (Raphael)
 - o Document use of git issue board
 - o Update and clean up comments in source code
 - o Fix various bugs in the program

Case no 5: Deadlines

The parts marked “TBD” will be written by whoever finishes their part ahead of schedule. The internal deadline to complete these tasks is 25th April 2022 23:59, but each group member needs to write a “mini-report” on how their task is progressing by Friday this week.

After this the next deadline will be to finalize timesheets, do quality control, proofreading and compiling all elements of the project into a cohesive product by 27th April. Once that is done all that is left is to write self-assessments and plan the presentation, which will be on the 4th of May.

Case no 6: Summary and questions

The next meeting will be held in room K112 15:15-17:00 April 27th, but it will not be a formal meeting. Therefore, this is the last formal meeting. And the last meeting we will write minutes of. The rest will be written in the final report.

Thank you everyone!

20.04.2022, Raphael Storm Larsen

Comment:

We have had several meetings along the way, where we have only worked together without it being formal. Minutes have not been written of these meetings, as there was nothing special we went through. On 15.03.22 and 08.04.22 we had a client meeting with Ali. No minutes have been written from these meetings either, but the feedback we received has been noted and put into our progress plan. (Gant chart)