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Meeting Minutes

Project Specification

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# Introduction of Project:

Hi-tech limited has needs a way to streamline their minute-taking minutes within the company. The app needs to be easy to use for those unfamiliar with technology with an intuitive use-logic. We will create a web-app to centralise this process.

# Problem Statement

Currently Hi-tech’s minute takers use a range of software and technologies to take minutes for their meetings which results in inconsistency in their recording procedures and in efficiency when trying to access previous records.

Hi-tech ltd is looking for a way to modernise and streamline this process by creating a digital solution that will provide a universal minutes template that can be accessed where ever their minutes taker has access to a computer and internet. This digital solution will also make reviewing previous records more efficient with room to grow the web-app to meet the growing and evolving needs of the company.

# Objectives of Project

Provide Hi-tech’s minute takers with an intuitive app that simplifies meeting the company’s legal record keeping requirements. This app should meet privacy requirements and be an easy transition for those who consider themselves not to be ‘tech savvy’.

# Functional Requirements

* Allow users to create a profile (register)
* Require users to login to access app and records
* Users need to be able to logout when finished
* Limit user’s view so they only see minutes they recorded
* A single template for recording minutes and database to save records
  + Minutes template includes all areas included in the template provided by the company.
* Store records to a database so all previous meeting minutes recorded by a user can be viewed
* users can delete previous meeting records (from their account only
* the app should have clear headings and an intuitive flow of use
* app must pass user testing to be considered ‘intuitive’

# Design Patterns

The design pattern used in this project is Singleton as we only use one instance of each class during runtime.

# Software Development Standards

Software standards i kept in mid when creating this app were

# Technical Specifications

# Milestones

# Conclusion