**Enterprise Pro Team 4 Meeting Minutes:**

**MEETING DATE:** 08/02/24

**MEETING TIME**: 6:00PM – 7:30PM

**ATTENDANCE:** All team members attended.

**PURPOSE OF MEETING:** To look at the project assigned to the team and prepare for client interview.

**TOPICS DISCUSSED:**

* A document was created and shared with all members that contained a breakdown of the project brief.
* Then we discussed what the product that needs to be produced would be and what possible languages were going to be utilised.
* Made sure everyone understood the brief and clarified any uncertainties anyone had.
* Begin to list questions to ask the client these included issues that still needed clarification. For example, the client’s definition of assets.
* Discussed what role everyone would be taking in the client meeting.

**Work to do for next meeting:** As this was an introductory meeting for understanding the project and making sure that everyone knew what it entailed, there were no individual task allocated. The main task for everyone involved was to make sure if they were unsure about the client's needs to write down the question on the shared document to then be asked in the client interview.

**MEETING DATE:** 20/03/24

**MEETING TIME**: 2:00PM – 3:00PM

**ATTENDANCE:** All team members attended.

**PURPOSE OF MEETING:** To make sure everyone was prepared for the client interview and all questions were written down.

**TOPICS DISCUSSED:**

* The main topic discussed was making sure everyone was on the same page regarding what questions to ask the client.
* Made sure everyone knew that if they have any questions to not feel nervous or feel like the question was silly to just ask it.

**Work to do for next meeting:** There was no tasks discussed for the next meeting as the main objective was to prepare everyone for the client interview.

**MEETING DATE:** 21/02/24

**MEETING TIME**: 2:00PM – 3:00PM

**ATTENDANCE:** All team members attended.

**PURPOSE OF MEETING:** To create a document containing all the client’s requirements to be signed off on.

**TOPICS DISCUSSED:**

* The main topic discussed was the client's mandatory requirements and making sure everyone understood what was being asked of them.
* Discussed optional requirements and functionalities we would like to see on the interface.

**Work to do for next meeting:** Ifrah had the task of emailing the client to make sure we clearly understood his requirements for the product, and he approved of the document.

**MEETING DATE:** 29/02/24

**MEETING TIME**: 12:00PM – 2:00PM

**ATTENDANCE:** All team members attended.

**PURPOSE OF MEETING:** To assign individual task for the code and documentation.

**INDIVIDUAL TASKS ALLOCATED:**

**This was split into two main sections, so everyone had a coding task and section of the documentation to do.**

**Documentation tasks:**

Adiba: UML section of the requirements document.

Ifrah: LSEPI and risk assessment section of the report and GANTT Chart.

Munibah: Interfaces section of the requirements document.

Adaam: Data description section of the requirements document.

Maariyah: Data description section of the requirements document.

Subhaan: Interfaces section of the requirements document.

Bilal: UML Class diagram section of the requirements document.

**Coding tasks:**

Subhaan and Maariyah: Login/Register pages both PHP and HTML.

Bilal, Adiba and Munibah: Database creation for assets to bulk upload them and display them.

Ifrah and Adaam: Map Interface to display the assets utilising google API.

**MEETING DATE:** 08/03/24

**MEETING TIME**: 12:30PM – 2:00PM

**ATTENDANCE:** All team members attended.

**PURPOSE OF MEETING:** To check on individual progress on allocated tasks.

**TEAM PROGRESS:**

* Map visualisation was completed ahead of schedule so that team was split to assist the others.
* Login/Register pages done (HTML and CSS) by Subhaan.
* All requirement documents were signed off by the client.
* LSEPI and Risk assessment was completed by Ifrah.
* GANTT Chart was established.

**Issues faced:**

* There were issues with linking the databases for all 3 systems the user database, the asset database and the map interface database. This was because everyone had done it on their own systems. To mitigate this problem, the aim was to upload a main database to GitHub and get the other teams to add their tables to the database and made sure their code was connected to it. This would allow for easier collaboration and ensure the interface ran smoothly. The aim was to get this done by the end of Friday 8th of March.

**INDIVIDUAL TASK ALLOCATION:**

Adiba: Upload database to GitHub and finalise UML Use Case diagram.

Adaam: Ensure mass upload was completed.

Subhaan and Maariyah: Login and register connectivity to the database.

Bilal: Class diagram and admin verification.

Munibah: Interfaces and Activity log.

Ifrah: Two-Factor authentication.

Task for all team members: Upload all code into GitHub and ensure any future collaboration is documented via commits on GitHub.

**MEETING DATE:** 11/03/24

**MEETING TIME**: 1:00PM – 3:00PM

**ATTENDANCE:** All team members attended.

**PURPOSE OF MEETING:** To check on individual progress on allocated tasks.

**TEAM PROGRESS:**

Adiba: Collated the documentation and adjusted it, began data retrieval from multiple tables in the database.

Adaam: Began the class diagram.

Subhaan: Adjusted the HTML and CSS.

Maariyah: Began the data description section of the documentation.

Bilal: Worked on admin verification.

Munibah: Interface Design discussion and drawing.

Ifrah: Edited the login form code, signed the NDA document, and uploaded onto GitHub.

**MEETING DATE:** 14/03/24

**MEETING TIME**: 12:30PM – PM

**ATTENDANCE:** All team members attended.

**PURPOSE OF MEETING: Prepare for submission.**

**TEAM PROGRESS:**

Adiba: Completed the peer review and project rationale sections of the requirement document.

Adaam: Assisted in the data description section of report and completed the UML Class diagram.

Subhaan: Ensured all code was running and on GitHub.

Maariyah: Completed the data description section of the document.

Bilal: Finished the admin verification section.

Munibah: Completed the interfaces sections of the document.

Ifrah: Wrote the team expertise section of the requirements document.

**INDIVIDUAL TASK ALLOCATION:**

For this week there were no individual task allocated as the focus was to submit the work and prepare for the client demonstration.