# **Meeting Minutes Team 12**

**Meeting 1:** Workflow Management System Requirements

**Date:** February 6, 2025

**Time:** 11:00-12:30

**Location:** Library – In person

**Attendees:** Ali, Aliya, Laiba, Mariam, Radin

**Absentees:** Ahmed, Jenish

**Discussion and Planning:**

* Planning the technology stack for system development
* Finalizing the functional and non-functional requirements
* Discussed the project requirements in detail as mentioned by client (in client meeting)
* Discussed and analyzed overall project, strengths and skills of team members.

**Individual Progress**

**Ali:** Contributed and provided successful progress towards getting the requirements approved from the client.

**Aliya:** Did research on the client’s needs and helped refined system requirements. Also, provided feedback on the requirement drafts to ensure clarity.

**Laiba:** Helped in documenting functional and non-functional requirements making sure they are up to standards.

Collaborated with the team to finalise requirements specifications before sending it to the client for approval.

**Mariam:** Checked and proofread the requirement document for accuracy and completeness and she made sure all the necessary features were covered.

Participated in team discussions and provided valuable input.

**Radin:** Helped identify any potential challenges and assisted in structuring the requirement document.

**Team Progress:** In the first week, our team worked closely together to polish the project requirements. Everyone provided valuable input in our discussions, which helped us cover every important detail. Everyone made good progress overall according to their tasks assigned on Jira.

**Meeting 2:** Workplan, Development framework and Task assignment

**Date:** February 12, 2025

**Time:** 12:00-13:15

**Location:** Library – In person

**Attendees:** Ahmed, Ali, Aliya, Laiba, Mariam, Radin

**Absentees:** Jenish

**Discussion and Planning:**

* Discussing and highlighting which development and management framework should be used
* We researched and worked in pairs to find the most efficient and the most relevant development framework
* We sketched and planned the user interface
* Planned and discussed the main functions of the system would be assigned to the team members

**Individual Progress**

**Ali:** Led discussions on selecting the appropriate development and management framework. Including agile and waterfall methodologies.

Provided detail into how each framework would impact our workflow and efficiency.

His task for this week was to finalise and get the requirement approved by the client which he completed successfully.

**Aliya:** Worked with group members to research different frameworks considering various factors.

Showed her research to the team selecting the most appropriate framework for the project.

**Laiba:** Worked on the UI/UX design creating the initial sketches and wireframes for the user’s interface.

Made sure the interface aligned with the users and clients need.

**Mariam:** Assisted Laiba with the UI/UX sketching and helped in planning the main system functionalities and ensured each feature was well-defined.

Participated in team discussions and provided valuable input.

**Radin**: Contributed to discussions about task allocation, ensuring that development roles were assigned based on expertise of each member.

Helped break down system functionalities into manageable development tasks.

**Ahmed:** Reviewed the proposed framework and UI designs, providing feedback on feasibility and potential improvements.

**Group Progress:** During week 2, our team focused on selecting the most suitable development and management framework for the project. Through collaborative research and discussions, we compared various frameworks and evaluated their effectiveness in meeting project requirements. Additionally, we sketched and planned the user interface, ensuring a user-friendly design that enhances functionality. Everyone made good progress overall according to their tasks assigned on Jira.

**Meeting 3:** Workplan and Task assignment

**Date:** February 17, 2025

**Time:** 12:00-13:00

**Location:** Library – In person

**Attendees:** Ahmed, Ali, Aliya, Laiba, Mariam, Radin

**Absentees:** Jenish

**Discussion and Planning:**

* Analyzed how to incorporate the functionalities in the system.
* Sketched the user interface and the functionalities that must be integrated into the system.
* Discussed the work plan who would be doing what.
* Setup GitHub file structure and repository.
* Discussion on the progress of the SRS document

**Ali:** Focused on structuring the work plan, ensuring tasks were evenly distributed among team members and helped team members with setting up GitHub and troubleshooting errors and confusions.

Provided input on defining user roles and how they should interact with the system.

**Aliya:** Contributed to sketching the user interface, outlining key features that need to be incorporated.

Suggested improvements to navigation and UI layout to enhance user experience

**Laiba:** Helped setting up the GitHub repository and file structure, ensuring efficient version control and a code base.

Started creating a work plan for the group in the shape of a Gantt chart.

**Mariam:** Worked on reviewing the SRS document, identifying sections that required further clarification.

**Radin:** participated in task assignment discussions, helping determine which team members were best suited for specific development areas

**Ahmed**: Led the discussion on integrating system functionalities, ensuring alignment with project requirements

**Group Progress:**

During our third meeting, the team focused on planning and task allocation to ensure a structured development process. We analyzed how to integrate key system functionalities and sketched the user interface, ensuring all necessary features were accounted for. The work plan was finalized, with each team member assigned specific tasks based on their expertise. Additionally, we set up the GitHub repository and file structure to streamline collaboration. Progress on the SRS document was also reviewed. Everyone made good progress overall according to their tasks assigned on Jira.

**Meeting 4:** Progress on coding tasks and overall project discussion

**Date:** February 24, 2025

**Time:** 12:00-13:00

**Location:** Library – In person

**Attendees:** Ahmed, Ali, Aliya, Laiba, Mariam, Radin

**Absentees:** Jenish

**Tasks allocation:** Long-term tasks were assigned to each team members and everyone knew what they were doing as the tasks were also allocated on Jira.

**Individual progress:**

**Ali:** Started developing the login page and integrating authentication functionality and showed good progress.

**Aliya:** Worked on designing and structuring the staff page, ensuring an intuitive layout.

Progress was slightly delayed due to technical errors and dependencies issues.

**Laiba:** Worked on backend database integration, setting up tables and relationships.

**Mariam**: Progressed on developing the user profile page, ensuring users can view their details.

**Radin:** Began working on the user management system, allowing admins to create, edit, and delete users.

**Ahmed:** Started implementing the password reset functionality, ensuring users can securely reset their passwords if forgotten.

**Team Progress:** In this meeting, the team reviewed progress on long-term coding tasks and ensured that everyone was aligned with their assigned responsibilities. Each member made significant progress on their respective tasks, with development efforts focused on authentication, user management, navigation, and backend integration.

**Meeting 5:** Progress on coding tasks and overall project discussion

**Date:** March 3, 2025

**Time:** 12:00-13:00

**Location:** Library – In person

**Attendees:** Ahmed, Ali, Aliya, Laiba, Mariam, Radin

**Absentees:** Jenish

**Tasks allocation:** Long-term tasks were assigned to each team members and everyone knew what they were doing as the tasks were also allocated on Jira.

**Individual progress:**

**Ali:** Successfully designed the login page and has now progressed to backend database setup, focusing on secure user authentication and data storage.

**Aliya:** Working on designing and structuring the staff page. Implemented the navigation panel, focusing on responsiveness and user accessibility.

**Laiba:** has completed backend database integration, setting up tables and relationships, and has now progressed to developing the supervisor page, ensuring proper structure and data flow.

**Mariam**: has built the user profile page, allowing users to view their details, and has now moved on implementing the change password feature, focusing on input validation and security

**Radin:** has successfully built the user management system, enabling admins to create, edit, and delete users, and is now working on secure access control, ensuring restricted actions based on user roles.

**Ahmed:** Started implementing the password reset functionality, ensuring users can securely reset their passwords if forgotten. Working on email verification and password reset token generation for security.

**Team Progress:** The tasks are being tracked and updated on Jira and the team is making good steady progress towards completing the key system functionalities**.**

**Meeting 6:** Strategy Alignment

**Date:** March 10, 2025

**Time:** 12:00-13:00

**Location:** Library – In person

**Attendees:** Ahmed, Ali, Aliya, Laiba, Mariam, Radin

**Absentees:** Jenish

**Discussion and Planning:**

* To make sure that the criteria were understood, the team talked about precise scope definitions for every activity.
* Emphasis was given to connecting individual plans with ultimate project goals to maintain a consistent, high-quality output across every phase.
* Action plans were created to direct implementation across the phases of requirement analysis, design, and development.

**Individual Task Allocation:**

1. **Ali:** Define the scope of rolling logs and pinpoint UI sections that are prone to errors. Added and assisted with custom fields.
2. **Aliya:** Analyze field requirements and draft validation rules.
3. **Laiba:** Review requirements and design the database changes for comments and sub tasks. Identify initial layout improvements. Added custom field for future changes.
4. **Mariam:** Establish email alerting mechanism for creation, update and deletion for both tasks and projects.
5. **Radin:** Describe the email automation approach and validations for user creation.
6. **Ahmed:** Specify test methods for the reset and profile password change functionalities.

**Individual Progress:**

1. **Ali:** Strategic definition of rolling logs and error-prone areas was both insightful and well-planned. The proactive strategy set the bar high at later stages.
2. **Aliya:** Started with a thorough study and carefully created precise validation rules. This careful groundwork provided the necessary clarity for the upcoming implementation.
3. **Laiba:** Analyze the requirements and create a strong design for the database and user interface modifications to establish a clear roadmap.
4. **Mariam:** Created email notifications for creation, updating and deletion of both tasks and projects successfully.
5. **Radin:** Created a comprehensive and well-defined plan, making sure that all email automation and validation requirements were understood,
6. **Ahmed:** Designed test strategies, considering detailed requirements.

**Group Progress:**

The team has a strong plan in place, well-defined tasks, and excellent coordination. A seamless, coordinated development process for every project module is ensured by early insights and proactive planning.

**Meeting 7:** Implementation and Testing Phase

**Date:** March 17, 2025

**Time:** 12:00-13:00

**Location:** Library – In person

**Attendees:** Ahmed, Ali, Aliya, Laiba, Mariam, Radin

**Absentees:** Jenish

**Individual Task Allocation:**

1. **Ali:** Create rolling logs that capture time stamps and start making UI adjustments.
2. **Aliya:** Put task and project validations into action.
3. **Laiba:** Create the comments table, modify the tasks table, and test the edit projects button.
4. **Mariam:** Make test case scenarios for creating, updating and deleting for both projects and tasks.
5. **Radin:** Code field validations and build the automated email setup.
6. **Ahmed:** Create PHPUnit tests to simulate password reset situations and test password changes.

**Individual Progress:**

1. **Ali:** Started implementing useful UI changes and made significant work on the logs module. Technical skill is evident from the time stamp grabs, which functioned as planned.
2. **Aliya:** Validations were implemented with accuracy and integration, demonstrating a dedication to high-quality coding.
3. **Laiba:** Effectively constructed a functional prototype of the edit projects feature, modified the tasks table, and established the comments table.
4. **Mariam:** Successfully was able to make test case scenarios for creating, updating and deleting for both projects and tasks.
5. **Radin:** Early tests showed promising functionality, and the code implementation for the email module and validations went easily.
6. **Ahmed:** The PHPUnit test cases were developed precisely, and the environment was built up efficiently.

**Group Progress:** The team is progressing well with each member executing their assignments effectively. Early tests and prototypes are showing promising functionality, building a strong foundation for a smooth development process as the project advances.

**Meeting 8:** Testing and Debugging Phase

**Date:** March 24, 2025

**Time:** 12:00-13:00

**Location:** Library – In person

**Attendees:** Ahmed, Ali, Aliya, Laiba, Mariam, Radin

**Absentees:** Jenish

**Discussion And Planning:**

* The group concentrated on thorough testing of all important modules, including rolling logs, email alerts, and profile features.
* Emphasis was placed on thorough debugging based on early test outcomes and refining validation logic and UI consistency.
* To ensure reliable performance across modules, a consistent strategy was used to include input from PHPUnit tests and code reviews.

**Individual Task Allocation:**

1. **Ali:** Check the operation of the rolling log and begin debugging identified issues.
2. **Aliya:** Examine the code initially and improve the validation logic for fields of projects and tasks.
3. **Laiba:** Implement comments and sub tasks functionality; begin adjusting page layout for consistency.
4. **Mariam:** implement the test case scenarios into code phpUnit tests for project and tasks.
5. **Radin:** Create PHPUnit tests for login and user creation
6. **Ahmed:** Check email triggers and run tests for profile functionality.

**Individual Progress:**

1. **Ali:** Conducted extensive testing, promptly found the main problems, and began fixing them. The module's stabilization has been greatly aided by your debugging skills.
2. **Aliya:** The early code review demonstrated a high level of attention to detail, and any essential improvements are implemented instantly. Cooperative reviews made sure that code standards were followed.
3. **Laiba:** Subtask implementation and interaction with the edit projects button went without any issues. Early layout changes were positively encouraged, demonstrating your commitment to improving usability.
4. **Mariam:** Created the PHPUnit test cases for creation, deletion and updating for both tasks and projects. Made sure all the tests are passed.
5. **Radin:** Delivered robust PHPUnit tests covering login and creation, highlighting excellent coding practices.
6. **Ahmed:** Verified important features with accuracy through preliminary testing of all profile functions

**Group Progress:**

During testing, the team successfully found and resolved small issues, improving overall stability. Thorough testing and cooperative debugging ensure that the project stays on course for dependable performance.

**Meeting 9:**  Finalization and Optimization Phase

**Date:**  April 1, 2025

**Time:** 13:00-14:00

**Location:** Library – In person

**Attendees:** Ahmed, Ali, Aliya, Laiba, Mariam, Radin

**Absentees:** Jenish

**Discussion and Planning:**

* The team focused on finalizing key functionalities, such as adding download capabilities and refining the UI, alongside optimizing project editing and notification mechanisms.
* The focus was on thorough code reviews, fixing integration problems, and increasing testing for operations like updates and deletions.

**Individual Task Allocation:**

1. **Ali:** Add download capabilities to the rolling log and improve the user interface.
2. **Aliya:** Perform additional code reviews and work together with other team members to fix small problems.
3. **Laiba:** Adjust functionality based on tests and improve project editing for more entries.
4. **Mariam:** Make test case scenario and phpUnit test for comments under a task.
5. **Radin:** Add update and delete operations to the testing; address any problems found.
6. **Ahmed:** Expand tests and improve email responsiveness considering test findings.

**Individual Progress:**

1. **Ali:** The download functionality and optimizing UI adjustments were implemented effectively. The system's coherence and user experience were further improved through these modifications.
2. **Aliya:** Kept up the careful inspections, efficiently resolving any small problems along the way that greatly strengthened the project's robustness.
3. **Laiba:** Improved visual consistency and functionality across pages by fixing the majority of layout discrepancies and further optimizing the project editing features.
4. **Mariam:** Successfully made test case scenario and phpUnit test for comments under a task.
5. **Radin:** Enhanced testing to upgrade and remove methods and quickly fixed integration problems.
6. **Ahmed:** Successfully enhanced email functionality based on test results.

**Group Progress:**

The team has successfully refined core functionalities and resolved integration issues, significantly enhancing system stability and user experience. Collaborative testing and prompt issue resolution are paving the way for a reliable final delivery.

**Meeting 10:**  Final Integration and Documentation Phase

**Date:** April 7, 2025

**Time:** 12:00-13:00

**Location:** Library – In person

**Attendees:** Ahmed, Ali, Aliya, Laiba, Mariam, Radin

**Absentees:** Jenish

**Discussion and Planning:**

* The team was concentrated on finishing each module with complete documentation, final integration, and extensive testing.
* Important tasks included completing the validations, rolling logs, and user interface changes while making sure that every deletion and acceptance test was retested.

**Individual Task Allocation:**

1. **Ali:** Complete the module for rolling logs, carry out thorough testing, and record the work.
2. **Aliya:** Complete the project and task validations, then following the last code review, update the documentation.
3. **Laiba:** Finalize and integrate all database changes and UI modifications. Complete final testing and update documentation to reflect all updates.
4. **Mariam:** Debugging of test cases and make sure none of the tests are failing.
5. **Radin:** Perform thorough testing, integrate all functionality, and finish the documentation.
6. **Ahmed:** Complete comprehensive acceptance testing and finalize detailed test reports.

**Individual Progress:**

1. **Ali:**  A strong rolling logs system was demonstrated by the final integration and thorough testing. Added custom fields for future changes.
2. **Aliya:** Completed last set of inspections, validations satisfied all requirement
3. **Laiba:** All of the improvements were seamlessly connected by the final integration, and extensive testing and documentation verified a well-designed, user-friendly result. Added custom fields for future changes.
4. **Mariam:** Made sure all the tests are properly done and worked on the testing documentation.
5. **Radin’s** thorough testing verified that every component complied with the criteria, and all functionalities were successfully integrated.
6. **Ahmed:** Performed comprehensive acceptance testing and concluded documentation accordingly.

**Group Progress:**

All capabilities were effectively integrated by the team, and thorough testing revealed outstanding stability and efficiency. Each module's compliance with the necessary standards is confirmed by final documentation and thorough test reports.