

MEETING MINUTES

COURSEWORK 1

*Group Members: Febin Shaji, Igla Musollari, Joseph Okuwa, Robert
Dennis, Shruti Rajesh Naik*

Minutes of Group Meeting 1

COMP1911 Professional Computing

Group Project for Coursework 1

Personal Tutor's name: Nick Efford

Date: 04/10/2020

Start Time: 3:00pm

End Time: 3:20pm

Location: Online using Microsoft Teams

Present: Febin Shaji, Igla Musollari, Joseph Okuwa, Robert Dennis, Shruti Rajesh Naik

Absent with apologies: N/A

Absent without Apologies: N/A

Chair: *To be discussed.*

Minutes: Shruti Naik

AGENDA

1. Recorded attendance and apologies.
 - All members are present.
2. Upon discussion, the group decided to appoint Robert as Chair of the group.
3. Robert and Febin suggested researching the U.K. NHS COVID-19 app.
4. The group decided the first contact tracing app that will be researched is the U.K's NHS COVID-19 app.
5. Igla suggested researching Germany's contact tracing app, as the second app.
6. Shruti suggested that comparing a contact tracing app from Asia to the U.K. would help diversify our research and widen global perspectives.
7. The group decided to research and discuss various contact tracing apps developed in Germany and Asia in the next meeting.
8. The next group meeting will be on the 9th of October.

2. Review of Minutes of Last Meeting

N/A

3. Review of Actions from Previous Meetings

N/A

4. Discussion of Progress

N/A

5. Risks and Issues

- The group must come to a decision on a fit choice for the second app for the research and presentation within the next week.
- The group must pick a contact tracing app that will give enough information and scope in terms of research.

6. Actions Arising

Actions arising from today's meeting					
	Date	Action	Who	When	Status
1	4/10/2020	<i>Research on various countries in Asia, their COVID response, and contact tracing applications.</i>	<i>All Group Members</i>	9/10/2020	<i>In Progress</i>

7. Any Other Business (AOB)

N/A

8. Date and Time of Next Meeting

Date: 9/10/2020

Time: 3:00pm

Location: Online using Microsoft Teams

END

Minutes of Group Meeting 2

COMP1911 Professional Computing

Group Project for Coursework 1

Personal Tutor's name: Nick Efford

Date: 9/10/2020

Start Time: 3:00pm

End Time: 3:30pm

Location: Online using Microsoft Teams

Present: Febin Shaji, Igla Musollari, Joseph Okuwa, Robert Dennis, Shruti Rajesh Naik

Absent with apologies: N/A

Absent without Apologies: N/A

Chair: Robert Dennis

Minutes: Shruti Rajesh Naik

AGENDA

1. Recorded attendance and apologies.
 - All members are present.
2. Discussed potential contact tracing apps to research and present, listed below in order of preference:
 - Hong Kong
 - Germany
 - Singapore
3. Igla pointed out that Singapore's contact tracing app was not entirely successful.
4. Shruti suggested researching Hong Kong's 'StayHomeSafe' contact tracing app.
5. Upon further discussion, the group decided that the 'StayHomeSafe' app would be a fitting second app to research.
6. The team split into two subgroups:
 - U.K. Research Group with Robert and Igla
 - Hong Kong Research Group with Febin, Joseph and Shruti.
7. The groups split up the research topics from the Coursework guideline, to research in the next week.
8. The next meeting will be on the 13th of October.

2. Review of Minutes of Last Meeting

- The group has to research on the various contact tracing apps in asia.
- The group has to split up the research topics from the coursework guideline among team members.

3. Review of Actions from Previous Meetings

Actions carried over from previous meetings					
	Date	Action	Who	When	Status
1	4/10/2020	<i>Research on various countries in Asia, their COVID response, and contact tracing applications.</i>	<i>All Members</i>	9/10/2020	<i>Complete</i>

4. Discussion of Progress

- The group has successfully researched on the various contact tracing apps in Asia.
- The group has arrived at the conclusion to research the apps from both U.K. and Hong Kong.

5. Risks and Issues

- Due to the uneven number of group members, Robert and Igla have more to research, which can be resolved in upcoming weeks should they face any challenges.

6. Actions Arising

Actions arising from today's meeting					
	Date	Action	Who	When	Status
1	09/10/2020	U.K. NHS COVID-19 App Research 1. Stakeholder Analysis of the key stakeholders and their "stake" in the solution 2. Functional and non-functional requirements for the solution 3. Security Threat analysis – what would hackers be interested in and why 4. Usability assessment 5. SWOT analysis 6. Political, ethical, sociological, technological, legal and environmental issues	Igla	13/10/2020	<i>In Progress</i>
2	09/10/2020	U.K. NHS COVID-19 App Research 1. Technical opportunities with modern smartphones and constraints with old ones 2. Use cases or user stories 3. Logical design diagram 4. Technical Architecture diagram 5. Data model (showing what data is held centrally and on citizen's phones) 6. Timeline of development	Robert	13/10/2020	<i>In Progress</i>
3	09/10/2020	Hong Kong StayHomeSafe App 1. Logical Design Diagram 2. Technical Architecture Diagram 3. Data Model (showing what data is held centrally and on citizen's phones) 4. Usability assessment	Joseph	13/10/2020	<i>In Progress</i>

4	09/10/2020	Hong Kong StayHomeSafe App 1. Technical opportunities with modern smartphones and constraints with old ones 2. Security Threat analysis – what would hackers be interested in and why 3. SWOT (Strengths, Weakness, Threats and Opportunities) analysis 4. Timeline of development (including design decisions and mistakes)	Febin	13/10/2020	<i>In Progress</i>
5	09/10/2020	Hong Kong StayHomeSafe App 1. Stakeholder Analysis of the key stakeholders and their “stake” in the solution 2. Functional and non-functional requirements for the solution 3. Use cases or user stories 4. Political, ethical, sociological, technological, legal and environmental issues	Shruti	13/10/2020	<i>In Progress</i>

7. Any Other Business (AOB)

N/A

8. Date and Time of Next Meeting

Date: 13/10/2020

Time 3:00pm

Location: Online using Microsoft Teams

END

Minutes of Group Meeting 3

COMP1911 Professional Computing

Group Project for Coursework 1

Personal Tutor's name: Nick Efford

Date: 13/10/2020

Start Time: 3:00pm

End Time: 3:20pm

Location: Online using Microsoft Teams

Present: Febin Shaji, Iгла Musollari, Joseph Okuwa, Robert Dennis, Shruti Rajesh Naik

Absent with apologies: N/A

Absent without Apologies: N/A

Chair: Robert Dennis

Minutes: Shruti Rajesh Naik

AGENDA

1. Recorded attendance and apologies
 - All members are present.
2. Discussed progress made for each research topic.
3. Upon further discussion, Febin and Shruti volunteered to assist the U.K. research group.
4. The group decided to complete all research by the next meeting, on the 18th of October.

2. Review of Minutes of Last Meeting

- Research is in progress and will be completed by the next meeting.

3. Review of Actions from Previous Meetings

Actions carried over from previous meetings					
	Date	Action	Who	When	Status
1	13/10/2020	U.K. NHS COVID-19 App Research 1. Stakeholder Analysis of the key stakeholders and their “stake” in the solution 2. Functional and non-functional requirements for the solution 3. Security Threat analysis – what would hackers be interested in and why 4. Usability assessment 5. SWOT analysis 6. Political, ethical, sociological, technological, legal and environmental issues	Igla	18/10/2020	<i>In Progress</i>
2	13/10/2020	U.K. NHS COVID-19 App Research 1. Technical opportunities with modern smartphones and constraints with old ones 2. Use cases or user stories 3. Logical design diagram 4. Technical Architecture diagram 5. Data model (showing what data is held centrally and on citizen’s phones) 6. Timeline of development	Robert	18/10/2020	<i>In Progress</i>

3	13/10/2020	Hong Kong StayHomeSafe App 1. Logical Design Diagram 2. Technical Architecture Diagram 3. Data Model (showing what data is held centrally and on citizen's phones) 4. Usability assessment	Joseph	18/10/2020	In Progress
4	13/10/2020	Hong Kong StayHomeSafe App 1. Technical opportunities with modern smartphones and constraints with old ones 2. Security Threat analysis – what would hackers be interested in and why 3. SWOT (Strengths, Weakness, Threats and Opportunities) analysis 4. Timeline of development (including design decisions and mistakes)	Febin	18/10/2020	In Progress
5	13/10/2020	Hong Kong StayHomeSafe App 1. Stakeholder Analysis of the key stakeholders and their “stake” in the solution 2. Functional and non-functional requirements for the solution 3. Use cases or user stories 4. Political, ethical, sociological, technological, legal and environmental issues	Shruti	18/10/2020	In Progress

4. Discussion of Progress

- The group has successfully divided the research topics equally between the members of the team.

5. Risks and Issues

- No current issues regarding research.

6. Actions Arising

Actions arising from today's meeting					
	Date	Action	Who	When	Status
1	13/10/2020	U.K. NHS COVID-19 App Research 1. Functional and non-functional requirements for the solution 2. Security Threat analysis – what would hackers be interested in and why 3. Usability assessment 4. SWOT analysis 5. Political, ethical, sociological, technological, legal and environmental issues	Igla	18/10/2020	<i>In Progress</i>
2	13/10/2020	U.K. NHS COVID-19 App Research 1. Technical opportunities with modern smartphones and constraints with old ones 2. Use cases or user stories 3. Logical design diagram 4. Technical Architecture diagram 5. Data model (showing what data is held centrally and on citizen's phones)	Robert	18/10/2020	<i>In Progress</i>
3	13/10/2020	Hong Kong StayHomeSafe App 1. Logical Design Diagram 2. Technical Architecture Diagram 3. Data Model (showing what data is held centrally and on citizen's phones) 4. Usability assessment	Joseph	18/10/2020	<i>In Progress</i>

4	13/10/2020	Hong Kong StayHomeSafe App 1. Technical opportunities with modern smartphones and constraints with old ones 2. Security Threat analysis – what would hackers be interested in and why 3. SWOT (Strengths, Weakness, Threats and Opportunities) analysis 4. Timeline of development (including design decisions and mistakes) + U.K. NHS COVID-19 App 1. Stakeholder Analysis of the key stakeholders and their “stake” in the solution	Febin	18/10/2020	<i>In Progress</i>
5	13/10/2020	Hong Kong StayHomeSafe App 1. Stakeholder Analysis of the key stakeholders and their “stake” in the solution 2. Functional and non-functional requirements for the solution 3. Use cases or user stories 4. Political, ethical, sociological, technological, legal and environmental issues + U.K. NHS COVID-19 App 1. Timeline of Development	Shruti	18/10/2020	<i>In Progress</i>

7. Any Other Business (AOB)

N/A

8. Date and Time of Next Meeting

Date: 18/10/2020

Time: 3:00pm

Location: Online using Microsoft Teams

END

Minutes of Group Meeting 4

COMP1911 Professional Computing

Group Project for Coursework 1

Personal Tutor's name: Nick Efford

Date: 18/10/2020

Start Time: 3:00pm

End Time: 3:45pm

Location: Online using Microsoft Teams

Present: Febin Shaji, Igla Musollari, Joseph Okuwa, Robert Dennis, Shruti Rajesh Naik

Absent with apologies: N/A

Absent without Apologies: N/A

Chair: Robert Dennis

Minutes: Shruti Rajesh Naik

AGENDA

1. Recorded attendance and apologies
 - All members are present.
2. The group discussed the format and style of the powerpoint presentation.
3. Igla has been assigned the introduction and conclusion of the presentation.
4. The members assessed each other's research and raised any concerns or put forth any ideas.
5. The members decided to meet up in their respective groups on the 21st to begin creating the slides of the presentation.
6. The next meeting will be on the 25th of October.

2. Review of Minutes of Last Meeting

- Members have completed research for their respective topics.

3. Review of Actions from Previous Meetings

Actions carried over from previous meetings					
	Date	Action	Who	When	Status
1	18/10/2020	U.K. NHS COVID-19 App Research 1. Functional and non-functional requirements for the solution 2. Security Threat analysis – what would hackers be interested in and why 3. Usability assessment 4. SWOT analysis 5. Political, ethical, sociological, technological, legal and environmental issues	Igla	18/10/2020	<i>Complete</i>
2	18/10/2020	U.K. NHS COVID-19 App Research 1. Technical opportunities with modern smartphones and constraints with old ones 2. Use cases or user stories 3. Logical design diagram 4. Technical Architecture diagram 5. Data model (showing what data is held centrally and on citizen's phones)	Robert	18/10/2020	<i>Complete</i>
3	18/10/2020	Hong Kong StayHomeSafe App 1. Logical Design Diagram 2. Technical Architecture Diagram 3. Data Model (showing what data is held centrally and on citizen's phones) 4. Usability assessment	Joseph	18/10/2020	<i>Complete</i>
4	18/10/2020	Hong Kong StayHomeSafe App 1. Technical opportunities with modern smartphones and constraints with old ones 2. Security Threat analysis – what would hackers be interested in and why	Febin	18/10/2020	<i>Complete</i>

		3. SWOT (Strengths, Weakness, Threats and Opportunities) analysis 4. Timeline of development (including design decisions and mistakes) U.K. NHS COVID-19 App 1. Stakeholder Analysis of the key stakeholders and their “stake” in the solution			
5	18/10/2020	Hong Kong StayHomeSafe App 1. Stakeholder Analysis of the key stakeholders and their “stake” in the solution 2. Functional and non-functional requirements for the solution 3. Use cases or user stories 4. Political, ethical, sociological, technological, legal and environmental issues U.K. NHS COVID-19 App 1. Timeline of Development	Shruti	18/10/2020	<i>Complete</i>

4. Discussion of Progress

- As all members have completed their respective research, the group will begin creating the slides for the presentation.

5. Risks and Issues

- The presentation must be complete by the 25th so that the team members have time to cite sources and practice presenting.

6. Actions Arising

Actions arising from today's meeting					
	Date	Action	Who	When	Status
1	18/10/2020	Febin, Joseph and Shruti should meet and begin to create the slides for Hong Kong.	Febin, Joseph and Shruti	25/10/2020	<i>In Progress</i>
2	18/10/2020	Igla and Robert should meet and begin to create the slides for U.K.	Robert and Igla	25/10/2020	<i>In Progress</i>
3	18/10/2020	Igla will prepare the Introduction and Conclusion.	Igla	25/10/2020	<i>In Progress</i>

7. Any Other Business (AOB)

- Shruti suggests the use of Google slides to help coordinate the slides and track the other members progress in the presentation.

8. Date and Time of Next Meeting

Date: 25/10/2020

Time: 3:00pm

Location: Online using Microsoft Teams

END

Minutes of Group Meeting 5

COMP1911 Professional Computing

Group Project for Coursework 1

Personal Tutor's name: Nick Efford

Date: 25/10/2020

Start Time: 3:00pm

End Time: 3:30pm

Location: Online using Microsoft Teams

Present: Febin Shaji, Iglá Musollari, Joseph Okuwa, Robert Dennis, Shruti Rajesh Naik

Absent with apologies: N/A

Absent without Apologies: N/A

Chair: Robert Dennis

Minutes: Shruti Rajesh Naik

AGENDA

1. Recorded attendance and apologies
 - All members are present.
2. The group discussed their progress with the presentation.
3. The group referred to the research topics and assignment rubric to confirm if all the criteria has been met.
4. Febin raised the concern that the presentation lacked order and logical flow.
5. Upon further discussion, the group decided the slides will be reordered during the next meeting.
6. The next meeting will be on the 30th of October.

2. Review of Minutes of Last Meeting

- The group has started creating the presentation and progress has been made according to schedule.

3. Review of Actions from Previous Meetings

Actions carried over from previous meetings					
	Date	Action	Who	When	Status
1	18/10/2020	Febin, Joseph and Shruti should meet and begin to create the slides for Hong Kong.	Febin, Joseph and Shruti	25/10/2020	<i>Complete</i>
2	18/10/2020	Igla and Robert should meet and begin to create the slides for the U.K.	Robert and Igla	25/10/2020	<i>Complete</i>
3	18/10/2020	Igla will prepare the Introduction and Conclusion.	Igla	25/10/2020	<i>Complete</i>

4. Discussion of Progress

- As team members have started working on their presentation slides, the team has only two pending tasks, to be completed by the next meeting:
 - To combine the slides
 - To complete the presentation

5. Risks and Issues

- The presentation must be completed by the 30th so that the group has sufficient time to cite sources and practice presenting.

6. Actions Arising

Actions arising from today's meeting					
	Date	Action	Who	When	Status
1	25/10/2020	The group must complete the presentation by the next meeting.	All Members	30/10/2020	<i>In Progress</i>
2	25/10/2020	The group must cite all sources by the next meeting.	All Members	30/10/2020	<i>In Progress</i>

7. Any Other Business (AOB)

N/A

8. Date and Time of Next Meeting

Date: 30/10/2020

Time: 3:00pm

Location: Online using Microsoft Teams

END

Minutes of Group Meeting 6

COMP1911 Professional Computing

Group Project for Coursework 1

Personal Tutor's name: Nick Efford

Date: 30/10/2020

Start Time: 3:00pm

End Time: 3:30pm

Location: Online using Microsoft Teams

Present: Febin Shaji, Iгла Musollari, Joseph Okuwa, Robert Dennis, Shruti Rajesh Naik

Absent with apologies: N/A

Absent without Apologies: N/A

Chair: Robert Dennis

Minutes: Shruti Rajesh Naik

AGENDA

1. Recorded attendance and apologies
 - All members are present.
2. The group reordered the slides to ensure the presentation coherently flows.
3. The group discussed the date all members are available to have the final presentation.
4. The group decided that presenting on the 5th of November would be ideal.
5. The next meeting will be on the 3rd of November, and the group will practice the presentation.

2. Review of Minutes of Last Meeting

- The group must complete all the slides of the presentation.
- The group must reference all sources from the presentation.

3. Review of Actions from Previous Meetings

Actions carried over from previous meetings					
	Date	Action	Who	When	Status
1	25/10/2020	The group must complete the presentation by the next meeting.	All Members	30/10/2020	<i>Complete</i>
2	25/10/2020	The group must reference all sources by the next meeting.	All Members	30/10/2020	<i>In Progress</i>

4. Discussion of Progress

- As the presentation is successfully completed, team members now have to practice presenting.
- References still have to be added to the slides.

5. Risks and Issues

- There are currently over 20 slides in the presentation, the slides should be condensed to ensure the presentation does not exceed 10 minutes.

6. Actions Arising

Actions arising from today's meeting					
	Date	Action	Who	When	Status
1	30/10/2020	The group must reference all sources by the next meeting.	All Members	03/11/2020	<i>In Progress</i>
2	30/10/2020	The slides must be condensed.	All Members	03/11/2020	<i>In Progress</i>

7. Any Other Business (AOB)

N/A

8. Date and Time of Next Meeting

Date: 3/11/2020

Time: 3:00pm

Location: Online using Microsoft Teams

END

Minutes of Group Meeting 7

COMP1911 Professional Computing

Group Project for Coursework 1

Personal Tutor's name: Nick Efford

Date: 3/11/2020

Start Time: 3:00pm

End Time: 3:45pm

Location: Online using Microsoft Teams

Present: Febin Shaji, Iгла Musollari, Joseph Okuwa, Robert Dennis, Shruti Rajesh Naik

Absent with apologies: N/A

Absent without Apologies: N/A

Chair: Robert Dennis

Minutes: Shruti Rajesh Naik

AGENDA

1. Recorded attendance and apologies
 - All members are present.
2. The group has practiced the presentation today.
3. The group will meet on the 4th of November to practice the presentation for the second time.
4. The next meeting will be on the 5th of November, after delivering the presentation to the tutor, Mr. Efford.

2. Review of Minutes of Last Meeting

- The group must condense the slides of the presentation.
- The group must reference all sources from the presentation.

3. Review of Actions from Previous Meetings

Actions carried over from previous meetings					
	Date	Action	Who	When	Status
1	30/10/2020	The group must reference all sources by the next meeting.	All Members	03/11/2020	<i>Complete</i>
2	30/10/2020	The slides must be condensed to ensure the presentation does not exceed 10 minutes.	All Members	03/11/2020	<i>Complete</i>

4. Discussion of Progress

- The group has successfully condensed the slides to ensure the presentation does not exceed 10 minutes.
- The group has referenced all sources used in the presentation.

5. Risks and Issues

N/A

6. Actions Arising

Actions arising from today's meeting					
	Date	Action	Who	When	Status
1	3/11/2020	The group must meet up and practice the presentation.	<i>All Members</i>	4/11/2020	<i>In Progress</i>

7. Any Other Business (AOB)

N/A

8. Date and Time of Next Meeting

Date: 5/11/2020

Time: 12:00pm

Location: Online using Microsoft Teams

END

Minutes of Group Meeting 8

COMP1911 Professional Computing

Group Project for Coursework 1

Personal Tutor's name: Nick Efford

Date: 5/11/2020

Start Time: 12:00pm

End Time: 12:30pm

Location: Online using Microsoft Teams

Present: Febin Shaji, Iгла Musollari, Joseph Okuwa, Robert Dennis, Shruti Rajesh Naik

Absent with apologies: N/A

Absent without Apologies: N/A

Chair: Robert Dennis

Minutes: Shruti Rajesh Naik

AGENDA

1. Recorded attendance and apologies
 - All members are present.
2. The group discussed positive feedback from Tutor, Mr. Efford.
 - There was coherent flow to the presentation.
 - The slideshow was professional.
3. The group also discussed constructive feedback from Tutor, Mr. Efford to help the members improve on any other presentations.
 - Further condense the information on the slides to bullet points, to help the audience skim through easily.
 - Concepts such as Stakeholder Analysis, could have been introduced and explained first before jumping into the analysis of the apps.
 - The presentation went 30 seconds above time.
4. The group will evenly divide marks between all members.

2. Review of Minutes of Last Meeting

N/A

3. Review of Actions from Previous Meetings

Actions carried over from previous meetings					
	Date	Action	Who	When	Status
1	3/11/2020	The group must meet up and practice the presentation.	<i>All Members</i>	4/11/2020	<i>Complete</i>

4. Discussion of Progress

- The group has successfully completed their presentation.

5. Risks and Issues

N/A

6. Actions Arising

N/A

7. Any Other Business (AOB)

N/A

8. Date and Time of Next Meeting

N/A

END