CSCI321-SOFTWARE PROJECT

Minutes of Meeting: MINUTE - 01

Group: BCSDS-13

Project: Secure Stream (Video) Authentication.
Date: Mon 17th April, 2010.
Attendees: Francis Kyereh Twumasi, Udah Chima Emmanuel, Lawal Abdulhayyu Hamisu.

1. **Progress of the items identified in the previous minutes:**
    This is the first meeting held where we selected the project title to be worked on.
2. **Items discussed:**
    -   Formation of the group and assigning of roles and responsibilities to each group member.
    -   Review of project topics/titles.
    -   Discussing and understanding the proposed project title.
    -   The team agreed to be meeting at least two times a week. The suggested meeting days are Mondays and Thursdays. However, there may be an additional day in case of any emergency. Time duration will be 2 hours for every meeting and the college library discussion room would be the meetings venue.
    -   Role Delegation:
        Francis Kyereh Twumasi - Leader/Programmer/Text editor
        Lawal Abdulhayyu Hamisu - Designer/Writer/Secretary
        Udah Chima Emmanuel - Analyst/Tester
3. **Actions for next week:**
    -   Finalizing the review of the project titles and discussing the outcome of our research on the selected project title or topic.
    -   Writing of the project proposal to be submitted to the supervisor
4. **Date of next meeting:**

    Next meeting will be on 20th April, 2010.

Signed:

Project secretary: **Project supervisor:**

Minutes of Meeting: MINUTE – 02

Group: BCSDS-13

Project: Secure Stream (Video) Authentication.
Date: Thurs 20th April, 2010.
Attendees: Francis Kyereh Twumasi, Udah Chima Emmanuel, Lawal Abdulhayyu Hamisu.

1. **Progress of the items identified in the previous minutes:**
   Confirmation of the group to supervisor and assigning of tasks to each and every member of the team, in this meeting each group member shows his appreciation and his readiness to carry out his roles and responsibilities.

2. **Items discussed:**
   - Discussion on the researches made so far on the selected project topic.
   - Completion and Submission of project proposal to supervisor.
   - Discussion on project website and hosting plans.
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3. **Actions of next week:**
   - The team will be discussing on the software development method to be used and finalize the name and interface of the project website. As well as the name for the project team.

4. **Date of next meeting:**
   24th April, 2010.

Signed:

Project secretary: **Project supervisor:**

Minutes of Meeting: MINUTE - 03

Group: BCSDS-13

Project: Secure Stream (Video) Authentication.
Date: Mon 24th April, 2010.
Attendees: Francis Kyereh Twumasi, Udah Chima Emmanuel, Lawal Abdulhayyu Hamisu.

1. **Progress of the items identified in the previous minutes:**
   - Familiarizing with the project topic by understanding the project requirements and how the project should be implemented.

2. **Items discussed:**
   - Identifying a name to the project website and the team. Chosen the programming language to be used in the designing of the project website.
   - Task assigned to every member concerning the project website.
   - Discussion on the different types of software development method and agreeing on the chosen method that suites the project.
   - Considering the number of the team members, some measures on how to beat project deadline were put in place for each member to be effective in his role. This is because each member would be taken a multiple task.

3. **Actions of next week:**
   - Designing and coding of the project website
   - The initial stage of the project which is the Project plan draft would begin.

4. **Date of next meeting:**
   27th April, 2010.

Signed:

Project secretary: **Project supervisor:**

Minutes of Meeting: MINUTE - 04

Group: BCSDS-13

Project: Secure Stream (Video) Authentication.
Date: Thurs 27th April, 2010.
Attendees: Francis Kyereh Twumasi, Udah Chima Emmanuel, Lawal Abdulhayyu Hamisu.

1. **Progress of the items identified in the previous minutes:**
   - Designing of the project website has started and the interface of the website has been finalized.

2. **Items discussed:**
   - Coding and designing of the project website progress was discussed as every group member brought his assigned task of the project website.
   - Preliminary Project plan was also discussed on how the project should be planned and what the project plan will contain.
   - Tasks were assigned to every member for the project plan and the tasks are to be submitted in the next meeting to see the progress of the project plan.

3. **Actions of next week:**
   - Checking the progress of the project plan documentation
   - Discussion on the software interface (GUI) and the algorithm suitable for the project to be developed.

4. **Date of next meeting:**
   31th May, 2010.

Signed:

Project secretary: **Project supervisor:**

Minutes of Meeting: MINUTE - 05

Group: BCSDS-13

Project: Secure Stream (Video) Authentication.
Date: Mon 31st May, 2010.
Attendees: Francis Kyereh Twumasi, Udah Chima Emmanuel, Lawal Abdulhayyu Hamisu.

1. **Progress of the items identified in the previous minutes:**
   - Project plan documentation is progressing well as planned and every group member has submitted his tasks for review.

2. **Items discussed:**
   - Discussion on the software interface (GUI) and the algorithm suitable for the project to be developed.
   - Research on what materials the group needs in starting to design the software such as online resources.
   - Review on every member's task about the project plan, and everything has been arranged and accumulated together.
   - Progress on the project website was also discussed in this meeting.

3. **Actions of next week:**
   - Finalizing the project plan documentation
   - Completing the preliminary part of the project website
   - Preliminary user manual and technical design manual discussion begins.

4. **Date of next meeting:**
   3th May, 2010.

Signed:

Project secretary: **Project supervisor:**

Minutes of Meeting: MINUTE - 06

Group: BCSDS-13

Project: Secure Stream (Video) Authentication.
Date: Thurs 3rd May, 2010.
Attendees: Francis Kyereh Twumasi, Udah Chima Emmanuel, Lawal Abdulhayyu Hamisu.

1. **Progress of the items identified in the previous minutes:**
   - Graphical User Interface of the software was chosen and all the needed resource like algorithms to be used was also identified.
   - Project website was discussed and is progressing well.

2. **Items discussed:**
   - Every member of the group submitted his project plan draft task, the tasks were then arranged for final review.
   - Minutes of meeting documentation was also arranged for submission.
   - Progress of the project website design was checked.

3. **Actions of next week:**
   - Submission of project plan draft and minute of meeting documentation.
   - Assigning of preliminary project user manual and technical design documentations tasks to each group member.
   - Research on the internet about the online materials needed.

4. **Date of next meeting:**
   7th May, 2010.

Signed:

Project secretary: **Project supervisor:**

Minutes of Meeting: MINUTE - 07

Group: BCSDS-13

Project: Secure Stream (Video) Authentication.
Date: Thurs 7th May, 2010.
Attendees: Francis Kyereh Twumasi, Udah Chima Emmanuel, Lawal Abdulhayyu Hamisu.

1. **Progress of the items identified in the previous minutes:**
   - Project plan draft and minute of meeting documentation arrangement and final review before submitting to the supervisor.

2. **Items discussed:**
   - Printing and submission of project plan draft and minute of meeting documentation.
   - Preliminary project user manual and technical design documentations tasks were assigned to each and every group member.
   - Discussion and progress of the online research about online materials to be used.
   - Checking of project website progress.

3. **Actions of next week:**
   - Online Research continuation and review on some algorithms found.
   - Project website progress discussion
   - How far we have gone in our research on the entire project would be discussed and further tasks would be given to each team member.

4. **Date of next meeting:**
   10th May, 2010.

Signed:

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Project secretary: **Project supervisor:**