Meeting Minutes

Hasnaat Khan : Team Leader

Team 10#

# **Group Meeting Minutes**

**28/01/19:**

**Attendees**– Hasnaat Khan, Jawaad Khan, Sohail Khan, Haseeb Farooq, Hassan Adeyoola

In today’s meeting each member of the group read all four projects and then ranked the projects according to their preference, we then shared our rankings along with reasons as to why they have ranked the projects this way. This allowed everyone to attain a better understanding of the projects and after careful consideration the team leader considered all team members rankings. The team leader then made the final decision, which is that the City of Bradford Metropolitan District Council project was ranked as number one.

**Next Objective-**

The next task was to read the interview preparation for the Dissertations System scenario and think of questions that we can ask the clients. This was our task to do outside of the lab session, we will then discuss these questions on 29/01/2019.

**29/01/19:**

**Attendees** – Hasnaat Khan, Jawaad Khan, Haseeb Farooq, Hassan Adeyoola, Sohail Khan

**Building**: Horton Building

**Room**: D1.03

In today’s meeting outside the lab session, we all got together and shared our questions that we came up with to ask for the client. We wrote and recorded the questions, from this we chose the best questions to take forward, this Is because we were informed that the interview will be 20 minutes, so we had to select the questions that will be the most applicable regarding the project.

**Next objective**

To have the interview with the client.

**04/02/19:**

**Attendees** – Hasnaat Khan, Jawaad Khan, Haseeb Farooq, Hassan Adeyoola, Sohail Khan

All the team had the opportunity to ask the client important questions so that crucial information can be extracted, which helps a lot more in our project. Sohail Khan and Hasnaat khan asked the majority of the questions and the rest of the group made notes on the key factors about the project. This part of the project was well conducted as we were organised.

**Next objective**

The next objective was to start the project, we decided that we would meet on 07/02/19.

**07/02/19:**

**Attendees-** Hasnaat Khan, Jawaad Khan, Hassan Adeyoola, Haseeb Farooq

**Building**: Horton Building

**Room**: D1.03

**Group task** -The group task was to make the layout of the website.

**Individual tasks**:

Hasnaat- Hasnaat aim was to make a start on creating the login for the website.

Haseeb- Haseeb task was to create a layout for the website.

Jawaad- Jawaad task was to gain good knowledge on what the requirements specification document proposes.

Hassan- Hassan task was to assist Haseeb with the layout of the website.

**Summary**

After the session, we understood the main aspects of how the website would need to created. The Team also planned as well as working with their tasks. All the above tasks were not completed yet but had made a start on them. We then scheduled another meeting on 11/02/19.

**Next objective**

To continue with the tasks allocated to each team member.

**11/02/19:**

**Attendees-** Hasnaat Khan, Jawaad Khan, Hassan Adeyoola, Haseeb Farooq

**Building**: Horton Building

**Room**: D1.01

**Group task** - To make progress on the website.

**Individual tasks**:

Hasnaat- To have made a start on creating the login page by coding.

Haseeb- Haseeb had to complete the layout of the whole website.

Jawaad- to make a start on the requirements specification.

Hassan- Hassan task was to assist Haseeb with the layout of the website.

**Summary**

The session was productive, Haseeb had finished the layout of the website as well as the navigation bar. We made the layout according to the client’s needs such as the colours used. Hasnaat had made the login page, this was done by coding, but the login page wasn’t fully functional and had some minor errors. The login page would allow a user to login and access their account. Furthermore, Jawaad made a start on the requirements specification document. We organised the next meet up on the 16/02/19, this would be outside of the lab sessions, so we could all continue the project.

**Next objective**

There were a few tasks that needed to be completed. One of them was to fix the errors that showed on the login page. Moreover, another task was to add the logo on the website and continue the requirements document. Lastly was to start the documentation of the meeting minutes.

**16/02/19:**

**Attendees-** Hasnaat Khan, Jawaad Khan, Hassan Adeyoola, Haseeb Farooq

**Building**: Horton Building

**Room**: D1.01

**Group task** - To update the documentation and update the website.

**Individual tasks**:

Hasnaat- to start the meeting minutes document and the story cards. Another task was to correct the errors on the login page.

Haseeb- to add the logo of Bradford City Council on the website.

Jawaad- to continue requirements specification document.

Hassan- to add the logo of Bradford city council like Haseeb.

**Summary**

After the session, we managed to complete a lot of tasks. Hasnaat managed to correct the errors for the login page, the login page was fully functional now. This was very significant because the login page was one of the specifications that the client wanted. As well as that Hasnaat started to document the meetings and what tasks we got completed which is the meeting minutes. He also made a start on the story cards. This consist of describing a feature or function on the website. Both Haseeb and Hassan had managed to put the logo on the website, but it would overlap over the navigation bar, this suggests that he had to find a way to recenter the logo and correct this issue. Jawaad added onto his requirements specification document and made good progress.

**Next objective**

To adjust the position of the logo on the website, update the meeting minutes and continue the story cards. The next objective was to make an attempt of an admin account too on the website. We then scheduled another meeting on 20/02/19.

**20/02/19:**

Group Participants – Hasnaat Khan, Jawaad Khan, Haseeb Farooq, Hassan Adeyoola

Two of the participants do their role by one upgraded the Group meeting minutes’ report while the other create the login page for the website due to the specification requesting that the website has a login page and it should function like a real login page website.

This took serious time because the login page wasn’t functioning the first time we tried it so we use resources online like YouTube to guide us as we using one of the universities resources to make it work which the outcome turns out successful