

Team Meeting 1

14/02/2024

1:00 PM - 2:00 PM

D1.26

Meeting called by:	Hassan	Type of meeting:	Project Discussion
Facilitator:	Mohammed	Note taker:	Iqra
Timekeeper:	Chris		
Attendees:	Everyone		

Minutes

Agenda item:	Discussing the web application development or the WMS Exploring client requirement and identifying necessary project step	Presenter:	Hassan
Discussion:	<p>The team decided to proceed with developing a web application for the Warehouse Management System.</p> <p>During the discussion, there was a brief exploration of potential technologies for the web application.</p> <p>It was agreed that Danial would take the lead in preparing the Introducton for the project.</p> <p>Also Hassan was assigned the task of Team Expertise and Rationale with a submission deadline of 21th February.</p> <p>Chris suggested considering a user-friendly interface for better client engagement.</p> <p>A deadline of 20th February was set for the submission of the Introduction.</p> <p>Further discussions are needed to finalise the division of tasks among team members.</p> <p>Mohammed shared insights into similar projects from previous experiences.</p> <p>A follow-up meeting was scheduled for the 22th of February to review the progress, address any issues, and ensure alignment with project goals by Hassan.</p>		

Conclusions:

In conclusion, the team engaged in a comprehensive discussion regarding the Warehouse Management System project, covering crucial aspects such as the decision to pursue a web application development approach. Danial was tasked with the responsibility of preparing the Introducton with a deadline set for 19th February. Additionally, discussions focused on client requirements, outlining essential steps for the project's progression. Furthermore, Hassan will provide Team Expertise and Rationale for the team by 21st February, contributing to the project's success.

Action items	Person responsible	Deadline
✓ Introduction / Project Brief	Danial	19/02/2024
✓ Team Expertise and Rationale	Hassan	21/02/2024

Team Meeting 2

20/02/2024

1:00 PM - 4:00 PM

D1.26

Meeting called by:	Hassan	Type of meeting:	Project Planning and Review Progress
Facilitator:	Mohammed	Note taker:	Iqra
Timekeeper:	Julius		
Attendees:	Everyone		

Minutes

Agenda item:	Discuss progress on previous tasks. Address any challenges and propose solutions. Identify and assign new tasks. Set clear deadlines and expectations. Clarify queries and gain insights on the project. Understand main functions of Admin, Staff, and Client. Confirm client expectations and functional requirements.	Presenter:	Hassan
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Discussion:	Ensure a shared understanding of project objectives among team members. Commit to fostering clarity throughout the development process to ensure project success. Streamline responsibilities by assigning action items to team members. Ensure each team member contributes effectively to project milestones. Mohammed assigned the UML diagram with a deadline set for 25th February. Align understanding among team members regarding functional requirements. Lay the foundation for effective project development by discussing key functionalities. Gain valuable insights into the main functions of Admin, Staff, and Client. Inform decision-making and ensure project alignment with client expectations following the meeting during the lab session. Literature Review is assigned to Hassan with a deadline of 23/02/2024
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Conclusions:

In conclusion, the meeting successfully addressed client queries and clarified the main functions of the admin, staff, and client within the Warehouse Management System project. Action items were assigned to ensure clarity on specific functions with the client, document essential functional requirements, and create the UML Case Diagram by 25/02. Additionally, the literature review was assigned with a deadline of 23/02. Next meeting is set for the 22nd February.

Action items	Person responsible	Deadline
✓ Literature Review	Hassan	23/02/2024
✓ UML Case Diagram	Mohammed	25/02/2024

Team Meeting 3

22/02/2024

3:00 PM - 7:00 PM

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Meeting called by:	Hassan	Type of meeting:	Project Planning and Review Progress
Facilitator:	Iqra	Note taker:	Mohammed
Timekeeper:	Chris		
Attendees:	Everyone		

Minutes

Agenda item:	Finalise Introduction and Team Expertise Check Progress on Literature Review Assign Functional and Non-Functional Requirements	Presenter:	Hassan
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Discussion: Functional and Non-Functional Requirements Discussion:

Introduction and Team Expertise were finalised after a thorough discussion, the team finalized the introduction section, ensuring it effectively sets the stage for the project.

For Literature Review, the team checked the progress on the literature review task. While some progress was made, it was collectively agreed that further research and exploration were needed to gather comprehensive insights and data to inform the project.

Insights for Functional Requirements: each team member actively participated in providing insights and suggestions for defining functional requirements. The discussion allowed for a holistic consideration of various aspects, ensuring that all potential functionalities were thoroughly explored and documented.

Assignment of Tasks: following the discussion, tasks related to defining functional and non-functional requirements were assigned to Mohammed, Hassan, Danial, and Chris. Each member's strengths and expertise were considered to ensure effective task distribution and completion.

To maintain project momentum and ensure timely progress, a deadline of 04/03/2024 was set for completing the functional and non-functional requirements tasks. This deadline serves as a tangible target, motivating team members to work efficiently and collaboratively towards achieving project goals.

Conclusions:

In conclusion, the meeting proved productive as key aspects of the project were addressed and progressed. The finalisation of the introduction and team expertise sections, along with the acknowledgment of the need for further research in the literature review, sets a solid foundation for the project's documentation. The active participation of each team member in providing insights for defining functional requirements reflects a collaborative approach to project development. Assigning tasks to team members ensures clear responsibilities and contributes to efficient progress. The next meeting is set for the 24th of February.

Action items	Person responsible	Deadline
✓ Functional and Non-Functional Requirements	Mohammed, Hassan Danial, Chris	04/03/2024

Team Meeting 4

24/02/2024

1:00 PM - 9:00 PM

D1.26

Meeting called by:	Hassan	Type of meeting:	Project Planning and Review Progress
Facilitator:	Chris	Note taker:	Mohammed
Timekeeper:	Iqra		
Attendees:	Everyone		

Minutes

Agenda item:	Task allocation and Project Planning	Presenter:	Hassan
	Discuss Progress on Functional and Non-Functional Requirements		
	Assign Data Description		
	Assign Interface Design		
	Assign LSEPI (Legal, Security, Environmental, Privacy, and Interoperability) Considerations		
	Assign Development Risks Assessment		
	NDA (Non-Disclosure Agreement)		
Discussion:	During the discussion, the team thoroughly examined the project requirements and brainstormed new insights to enhance the existing functional and non-functional requirements. Each team member proposed tasks they wished to undertake based on their expertise and insights.		
	Literature Review was finalised.		
	Data Description: Mohammed, Chris, Emmanuel, and Danial were assigned the task of describing the project's data requirements. The deadline for completion is set for 06/03/2024.		
	Interface Design: Hassan and Mohammed were tasked with designing the user interface, with a deadline of 08/03/2024.		
	LSEPI Considerations: Hassan, Julius, Emmanuel, and Iqra were assigned to address legal, security, environmental, privacy, and interoperability considerations. The deadline is set for 29/02/2024.		
	Development Risks Assessment: Similar to LSEPI considerations, Hassan, Julius, Emmanuel, and Iqra were assigned to assess development risks with the same deadline.		
	Use Case Diagram Progress: The team checked on the progress of the use case diagram to ensure alignment with project requirements.		
	Non-Disclosure Agreement (NDA): A plan was made to prepare the NDA by 01/03/2024 to be sent to the client for agreement before proceeding to the next steps.		
	The team agreed to schedule a meeting immediately after receiving feedback from the client. This meeting will focus on discussing any updates or revisions needed based on the client's feedback, ensuring alignment with their expectations and requirements.		

Conclusions:

In conclusion, the meeting served as a pivotal point in task allocation and project planning, with significant progress made in various aspects of the project. The team engaged in fruitful discussions regarding the refinement of

functional and non-functional requirements, assigning tasks based on individual expertise and insights. Clear deadlines were set for data description, interface design, LSEPI considerations, and development risks assessment, ensuring timely progress towards project goals. Looking ahead, the team eagerly anticipates client feedback upon sending the requirements document and NDA, with plans to reconvene promptly for further discussions and updates as needed.

Action items	Person responsible	Deadline
✓ Data Description	Mohammed, Chris, Emmanuel, Danial	06/03/2024
✓ Interface Design	Mohammed and Hassan	08/03/2024
✓ LSEPI	Hassan, Julius, Emmanuel, Iqra	29/02/2024
✓ Development Risks	Hassan, Julius, Emmanuel, Iqra	29/02/2024
✓ NDA	Chris	01/03/2024

Team Meeting 5

02/03/2024

1:00 PM - 4:00 PM

D1.26

Meeting called by:	Hassan	Type of meeting:	Project Planning and Review Progress
Facilitator:	Chris	Note taker:	Iqra
Timekeeper:	Emmanuel		
Attendees:	Everyone		

Minutes

Agenda item:	Discuss Client Feedback and Update tasks	Presenter:	Hassan
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Discussion: The team acknowledged client feedback on the Requirements Document and decided to update all necessary documents, particularly the requirement, data description, and interface documents.

The use case diagram was finalized during the meeting, reflecting the latest project requirements and client feedback.

The team discussed the project risks, and it was determined that the risks were on track.

A thorough analysis was conducted to understand why the project requirements were not met on target. It was concluded that miscommunications, particularly from the client side, may have contributed to the discrepancy. However, the team decided to move forward without dwelling on the issue, focusing instead on addressing the feedback constructively.

Instead of assigning new tasks, the team decided to update existing tasks to reflect the changes based on client feedback. All relevant members were asked to update their tasks and relevant documents accordingly.

Conclusions:

In conclusion, the team addressed client feedback by updating necessary documents and finalising the use case diagram. Project risks were deemed manageable. Despite challenges in meeting requirements, a constructive analysis identified potential miscommunications. The team updated existing tasks instead of assigning new ones based on client feedback. The next meeting is scheduled for 5th March 2024.

Action items	Person responsible	Deadline
✓ Update Requirements, Data Description and Interface	Group	13/03/2024

Team Meeting 6

05/03/2024

2:00 PM - 3:00 PM

D1.26

Meeting called by:	Hassan	Type of meeting:	Project Planning and Review Progress
Facilitator:	Mohammed	Note taker:	Emmanuel
Timekeeper:	Julius		
Attendees:	Everyone		

Minutes

Agenda item:	Address any challenges following updates on the Requirement Document Assign Class Diagram	Presenter:	Hassan
Discussion:	<p>During the discussion, the team first acknowledged the finalization of project requirements, marking an important milestone in the project's progress. With requirements now solidified, the team can proceed confidently with subsequent tasks. The assignment of the class diagram to Hassan and Danial was confirmed, ensuring that progress continues in line with project objectives.</p> <p>Danial was given the task to complete the work plan reflecting the past tasks and future task allocations, to be saved in Github.</p> <p>In addition to task assignments, the team emphasized the importance of effective collaboration and project management tools. As part of this effort, team members were encouraged to familiarize themselves with GitHub, a powerful platform for version control and collaboration. By utilizing GitHub, team members can streamline their workflow, track changes, and ensure seamless collaboration on project tasks. This initiative reflects the team's commitment to leveraging modern tools and practices to optimize project efficiency and success.</p> <p>Overall, the discussion reaffirmed the team's focus on achieving project goals and highlighted the importance of clear communication, task allocation, and utilizing appropriate tools and technologies. With requirements finalized and tasks assigned, the team is well-positioned to continue making progress towards project milestones and deliverables.</p>		

Conclusions:

In conclusion, the discussion underscored the team's progress in finalizing project requirements and assigning tasks, particularly the class diagram assignment to Hassan and Danial. Additionally, the emphasis on familiarising team members with GitHub reflects the team's commitment to efficient collaboration and project management practices.

Looking ahead, the next meeting is scheduled for the 11th of March. During this meeting, the team will continue to monitor progress, address any challenges that may arise, and ensure alignment with project objectives. With clear task assignments and a focus on utilizing effective tools and technologies, the team remains poised to achieve project success.

Action items	Person responsible	Deadline
✓ Update Requirements, Data Description and Interface	Group	13/03/2024
✓ Work Plan	Danial	11/03/2024
✓ Class Diagram	Hassan, Danial	10/03/2024

Team Meeting 7

11/03/2024

2:00 PM - 4:30 PM

D1.26

Meeting called by:	Hassan	Type of meeting:	Project Planning and Review Progress
Facilitator:	Mohammed	Note taker:	Iqra
Timekeeper:	Julius		
Attendees:	Everyone		

Minutes

Agenda item:	Finalise Class Diagram Check Progress on Requirements Assess Progress on Work Plan	Presenter:	Hassan
Discussion:	<p>During the discussion, the team reviewed and finalized the class diagram for the project, ensuring alignment with project requirements and objectives.</p> <p>Additionally, the team assessed the progress on the work plan and discussed how tasks were divided among team members. It was decided that tasks would be divided according to the actors in the system: Iqra and Emmanuel for Client, Hassan, Chris, and Julius for Staff, and Mohammed and Danial for Admin. The team unanimously agreed on this division, recognizing the importance of leveraging individual strengths and expertise for efficient task execution.</p> <p>Furthermore, the team reviewed recent updates and noted good progress, particularly in finalizing the requirements</p>		

Conclusions:

In conclusion, the team successfully finalised the class diagram and reviewed progress on the work plan. By allocating tasks based on actors in the system, the team ensures that responsibilities are distributed effectively among team members. With good progress made and requirements nearing finalization, the team is well-positioned to continue moving forward towards project milestones and deliverables.

Action items	Person responsible	Deadline
✓ Update Requirements, Data Description and Interface	Group	13/03/2024

Team Meeting 8

13/03/2024

1:00 PM - 8:30 PM

D1.26

Meeting called by:	Hassan	Type of meeting:	Project Planning and Review Progress
Facilitator:	Mohammed	Note taker:	Julius
Timekeeper:	Emmanuel		
Attendees:	Everyone		

Minutes

Agenda item: Finalise Requirements, Data Description and Interface **Presenter:** Hassan

Discussion: During the discussion, team members were assigned specific tasks to conduct peer reviews of project documentation and deliverables. Each member's expertise and availability were taken into account to ensure thorough and effective reviews.

The team delved into a detailed review of the requirement document, data description, and interface design. Each aspect was scrutinized to ensure accuracy, completeness, and alignment with project objectives. Any discrepancies or areas requiring further clarification were addressed collaboratively to ensure a comprehensive understanding among team members.

The team meticulously examined all recent updates and feedback received from stakeholders. Through open discussion and analysis, the team verified that the feedback accurately reflected the updated requirements, interface design, and data description. Any conflicting or ambiguous feedback was resolved through consensus-building and clarification.

Every completed task was thoroughly reviewed to ensure alignment with the new updates and requirements. Team members cross-referenced completed tasks with the updated documentation to identify any discrepancies or inconsistencies. Adjustments to the work plan were made as necessary to reflect the changes and ensure project coherence and progression.

The team emphasized the importance of maintaining accurate and up-to-date team minutes. A designated team member was tasked with ensuring that all discussions, decisions, and action items were documented promptly and comprehensively. This measure aimed to enhance transparency, accountability, and continuity within the team.

Conclusions:

In conclusion, the team engaged in a comprehensive review of recent updates and feedback, ensuring alignment with project requirements and objectives. By conducting peer reviews and finalising documentation, the team maintains quality standards and prepares for the next phase of the project.

Action items	Person responsible	Deadline
✓ Peer Review	Iqra	14/03/2024
✓ Finalise Rquirements Document for Submission	Group	14/03/2024

Team Meeting 9

14/03/2024

1:30 PM - 5:00 PM

D1.26

Meeting called by:	Hassan	Type of meeting:	Finalise Requirements and Update Meeting Minutes for Submission
Facilitator:	Mohammed	Note taker:	Iqra
Timekeeper:	Julis		
Attendees:	Everyone		

Minutes

Agenda item:	Finalise Peer Review Submit the Requirements Document	Presenter:	Hassan
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Discussion: The team discussed the completion and submission of the finalized requirements document, which includes the outcomes of peer reviews. Each team member contributed significantly to the document, ensuring its accuracy and completeness. The document was reviewed collectively to address any remaining issues or discrepancies before submission.

Team members were evaluated based on their contributions to the requirements document and the peer review process. Scores were assigned to each member to recognize their individual efforts and contributions. The assessment process aimed to acknowledge and incentivize active participation and collaboration within the team.

The team reflected on the positive dynamics and professionalism demonstrated throughout the project. Members consistently maintained high standards of professionalism and collaboration, fostering a positive working environment. The cohesive teamwork and mutual respect among members contributed to the overall success of the project.

With the requirements document finalised, the team discussed the next phase of the project: prototype implementation. This phase will be divided into three teams, each tasked with specific responsibilities. The deadline for prototype implementation was set for 20th March 2024, providing a clear timeline for completion.

The team ensured that the minutes for today's meeting were updated promptly following the submission. Accurate documentation of discussions, decisions, and action items serves as a valuable reference for future meetings and project progress tracking. By maintaining up-to-date minutes, the team promotes transparency, accountability, and continuity in project management.

Overall, the team's collaborative efforts and professionalism set a positive tone for the upcoming prototype implementation phase. With clear goals, effective communication, and strong team dynamics, the team is well-prepared to tackle the next stage of the project successfully.

Conclusions:

Enter conclusions here.

Action items	Person responsible	Deadline
✓ Client Interface (Prototype Implementation)	Iqra, Emmanuel	20/03/2024
✓ Staff Interface (Prototype Implmentation)	Hassan, Chris, Julius	20/03/2024
✓ Admin Interface (Prototype Implementation)	Mohammed, Danial	20/03/2024