

# Team 11 Project Binder

## Meeting 0: online via discord

### Agendas:

- **Team introduction**
- **Prepare questions for interview on 2nd February**
- **Plan First Meeting**
- **Discuss team roles**

### **Key Points of Discussion- Team Introduction**

- Since we are just starting to know each for the first time as we were unfamiliar with ourselves we started off by briefly sharing each team member's name and a little bit about their background and experience

### **Key Points of Discussion- Prepare questions for interview on 2nd February**

- We spent several hours preparing for a customer interview on Discord that's coming up on 2nd February. We began by reading through the Airvia spec in detail, taking notes and trying to gain a clear understanding of the product and its target users.

### **Key Points of Discussion- Plan First Meeting**

- We started to plan our first team in-person meeting, which we've scheduled to take place next week on the 6th of February. We've been communicating primarily through Discord messages up until now, where we conversed with each team member to confirm their availability and preferences for the date, time, and location. We were able to find a time that works for everyone, and we've chosen a location that's easily accessible for all team members.

### Attendees:

The entire team attended as it was discord conversion

# Meeting 1: 6th February, Time: 1pm - 2pm

## Agendas:

- **Choose Team Name and Team Logo**
- **Picked 2 roles for each member (Primary and Secondary)**
- **Setting up appointments with consultant**
- **Decided what Programming Language and UML diagramming software**

## Key Points of Meeting-Team name and logo

-Team names and logos discussed

-First suggestion was from Khalid:



-Also Code Commanders and Tech Titans was suggested by hattice



-However we decided to go as a team as Alt+F4 which was Tony Suggestion

### **Key Points of Meeting- Chose a Programming Language and UML diagramming software**

- Chosen program for UML diagramming software: Visual Paradigm
- Chosen programming language: Java

### **Key Points of Meeting- Picked 2 roles for each member (Primary and Secondary):**

**Manager: Khalid**

**Deputy: Hatidzhe**

**System Analyst - primary:** Aronica and Nasim  
**secondary:** Hatidzhe

**System Designer - primary:** Methusha  
**secondary:** Joel

**Programmer - primary:** Joel  
**secondary:** Tony and Aronica

**System Tester - primary:** Tony  
**secondary:** Khalid and Methusha

### **Key Points of Meeting- Setting up appointments with consultant**

- Planned an online consultant meeting via teams for the 9th of February.

### **Attendees:**

The entire team except nasim attended the team meeting

## **Customer Interview: 02/02/2023:**

### **Customer Interview Questions:**

- Is the new system supposed to produce reports in the same format as in the doc? (These Question were asked by Joel)
  - **A.** no, but the data needs to be preserved
  - Could a more clear list of data or sketch of a new template for UI be provided in the next interview?
    - **A.** no
- Clarification for reports (These Question were asked by Khalid)
  - “Global”
    - **A.** indicates the summary report showing totals of sales by advisors in agency
  - “Non-assess amount”

- **A.** The remainder after commission
  - “Commision”
    - **A.** How much an agency keeps when they resell an AirVia ticket
  - Dash line in “assigned blanks”
    - **A.** Indicates the range of ticket numbers assigned
  - Agent “code” in ticket report
    - **A.** Indicates advisor ID
- Payment types (These Question were asked by Aronica)
  - **A.** Combination of cash and credit card is allowed
- There are taxes in the reports, is the system supposed to calculate that or is that the job of the advisors or someone else to input into the GUI? (These Question were asked by Joel)
  - **A.** The system should calculate taxes and there should be a feature where managers can configure tax % for the Agency in the GUI
- If a pay later ticket is sold, should the value of the ticket be counted to the sales report before the customer has paid for it? (These Question were asked by Joel)
  - **A.** Yes, it should be counted to final report, but there also should be an addition to the report of what fraction is yet to be paid
- What do you have in mind for a backup facility? (These Question were asked by Joel)
  - **A.** Not sure what system, they expect us to research this and make a recommendation
  - **A.** Expect back up to be both automatic, with a modifiable frequency and also to have a manual “backup now” option
- One of the requirements is a clear and consistent GUI, do you have any examples or expectations on the style or implementation of it? (These Question were asked by Khalid)
  - **A.** No specific expectations, as long as it is intuitive and looks aesthetically pleasing
- Explain how the commission rate works for refunds (This question was asked by aronica)
  - **A.** When a ticket is refunded the commission amount by the agency is refunded as well

#### **The rest of the interview questions were asked by Joel**

- Is there any significance in the difference in digits for the blanks number eg it says 6-8 numbers after the initial coupon code
  - **A.** 6 digits are for domestic sales, 8 for international.

- Have you established any specific performance requirements for the software such as response time, memory usage, and reliability?
  - **A.** No strict requirements or value, however suggested it to be reasonable such as no longer than a 1-2 sec 90% of the time.
- Can you provide a test environment for the software to be tested on, including hardware specifications, operating system, and network configurations?
  - **A.** For this prototype task, for now no requirements - may be requirements later if we “get recruited for further development”. As long as it runs on our laptop on the demo
- What is the desired user experience for the travel agents and customers using the software to report and analyse sales data?
  - **A.** Purpose is for this to be a tool that enables an agency to report back on how many AirVia tickets are sold and with how much commission
  - **A.** Prototype only needs to work for one agency

## Review of Customer Interview

Given the fact the team wasn't organised and haven't met, half the team attended the customer interviews and were able to come up with good questions via Discord in a relatively short time.

we covered those that they hoped we would ask - the Customer (Dr Stankovic) will forward our good performance to Martin (Module Leader)

Don't take everything he said as set in stone for details, as he is only representing Martin. Martin has the final say.

For further clarification, ask Martin.

## Attendees:

Only Joel, Aronica and Khalid Attended the Customer Interview

## Team Deadline

Last Task of Khalid as project Manager was to organise the deadline of the group Which was:

**Current team Deadline For First deadline on Week 5:**

*10 key Use cases diagram (1st draft) - Tuesday 14 Feb*

*Use case specification and prioritisation finalise ver. including detailed interactions with actors -Thursday 17 Feb*

*Design class diagram (1st draft) and ER (1st draft ) diagram -Tuesday 21 Feb*

*Entity relationship diagram (2nd draft) and finalise class diagram -Friday 24 Feb*

*GUI design and finalise entity relationship diagram -Tuesday 28 Feb*

*Improve and finish everything to hand in document -Friday 3 March*

## 1st Consultant Meeting : 9th February Time: 12.30am to 1pm

- Discuss team roles and progress throughout the first week
- Asked questions about how we the team members are going to be accessed
- Also Discussed why the project manager didn't email the consultant due to roles not being finalised
- Discussed when the group and consultant can meet again planned for a Tuesday 2pm meeting however cancelled due to a university strike.

### Attendees:

The entire team attended the consultant meeting via zoom

## Meeting 3: 13th February Time: 12.15am to 1pm

### Agendas:

- **Khalid and hattice switched roles**
- **Nasim unresponsiveness in the team project**
- **Planning a regular consultant meeting**

### **Key Points of meeting- Khalid and hattice switched roles**

- Khalid decided to switch to deputy allowing hattice to take reins as she has more experience in project management as was more familiar with agile software
- There was a lack of direction in terms of the sub-tasks and the team needed to act fast to meet the tight deadline.
- Also Khalid was more familiar with the role of a deputy manager and was maintaining the project binder even though he should of finished the summary of the existing system

### **Key Points of meeting- Nasim unresponsiveness**

- we discussed a team member being slightly unresponsive
- Nasim wasn't directly communicating with the other system analyst
- He was sending his use case draft to the project manager and not directly to the group
- we decided that we are very close in taking a decision on him if he doesn't participate
- Even if he couldn't attend the meeting, he could at least be active in the discord chats.

### **Key Points of meeting- other Matters**

- discussing when we could meet the team consultant as we haven't set a regular time in order to meet the project manager
- some team members were disgruntled that the planned meeting was cancelled due to the strike.
- Khalid told the New project Manager that he shouldn't have managed the project binder and that was a miscommunication and that now are roles are swapped khalid should continue maintaining the project binder and Hattice needs to write a summary based on the Airvia system and as she build rapport with the team consultant already we both agreed that switching our roles greatly benefits us and the team.
- The project manager (Hattice) and the system manager decided to work on the first draft nasim sent as he isn't contributing a lot to the task and that we need to complete a use case diagram in order for the system designer and programmer to continue with their tasks.

So the new roles of the Team project was finalised:

### **Final Roles:**

**Manager: Hatidzhe**

**Deputy: Khalid**

**System Analyst - primary: Aronica and Nasim  
secondary: Hatidzhe**

**System Designer - primary: Methusha  
secondary: Joel**

**Programmer** - **primary:** Joel  
**secondary:** Tony and Aronica

**System Tester** - **primary:** Tony  
**secondary:** Khalid and Methusha

## Attendees:

The entire team attended the meeting except Nasim.

## Use case drafts:

First Draft of use case diagram 15/02/2023 :



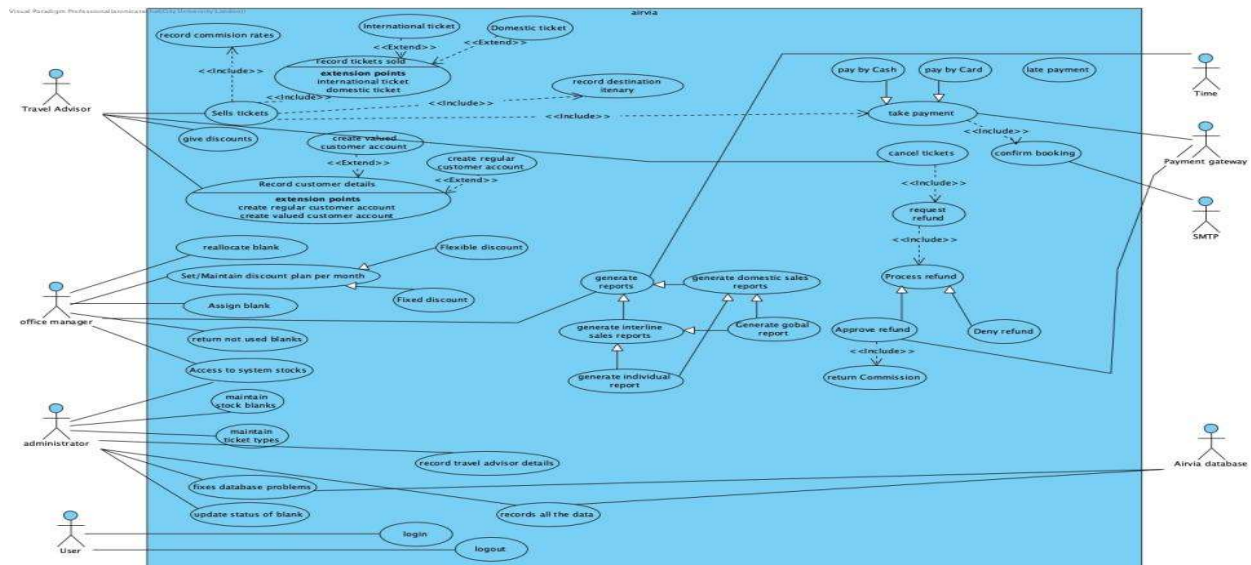
This draft was worked on by Aronica, Hattice and Khalid.

Second Draft of use case diagram 16/02/2023 :





### Third Draft of use case diagram 18/02/2023 :



This draft was worked on by Aronica and Hattice.

### Meeting 4: 20th February Time: 12am to 12.50am

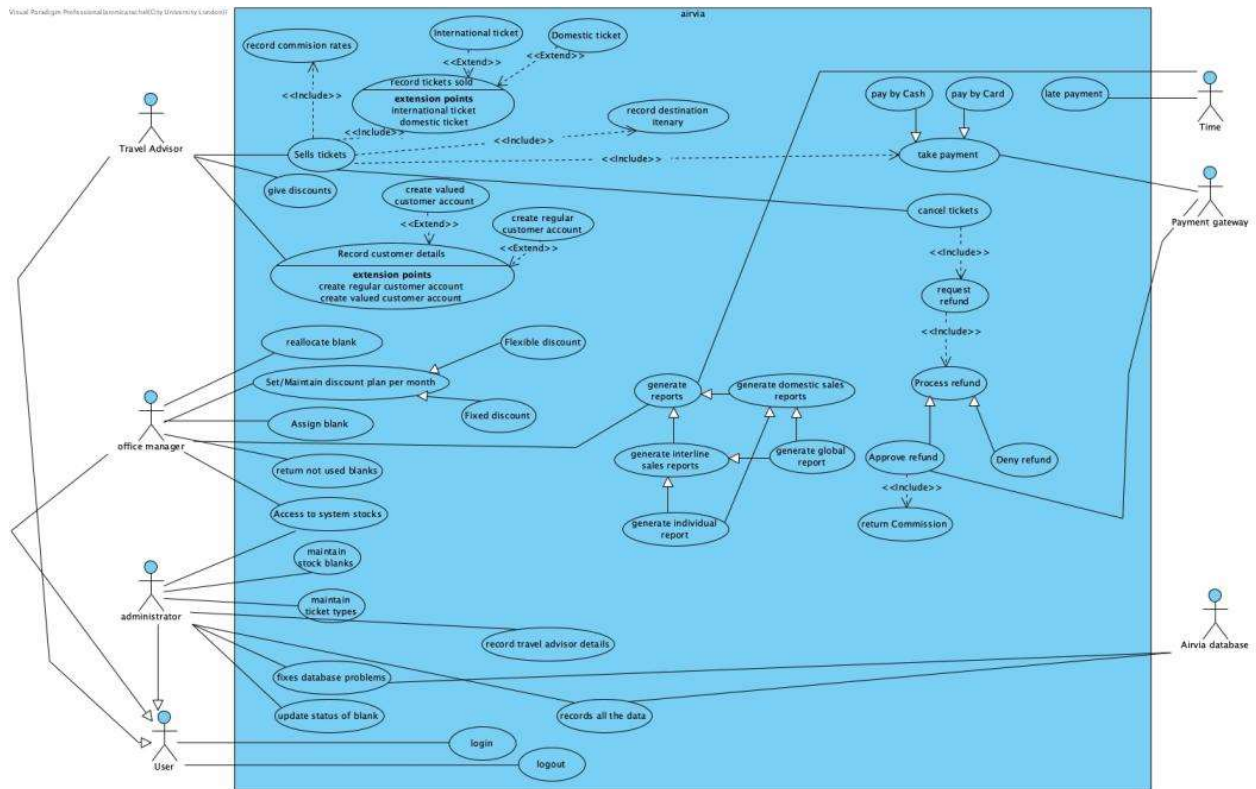
#### Agendas:

- Discussion of the use case diagram
- Setting our github repository
- Planning for the next stage of our coursework

#### Key Points of meeting- Discussion of the use case diagram

- The entire group contributed in assisting our use case diagram as our use cases are fundamental in creating a database and to implement design so the group stated the diagram to be solid. Also check if any parts need to be changed or improved

### Fourth Draft of use case diagram 20/02/2023 :



This draft was worked on by the entire team.

### Key Points of meeting- Setting our github repository

- As our project started to develop we needed a perfect place to organise our workload so Khalid opened a github repo and added all the team members to access their group work. As the secondary tester, khalid was put in charge of final checks and commits to the github to double check that nothing incorrect is added to the project.

### Key Points of meeting- Planning for the next stage of our coursework

- the group is starting to become more collaborative as methusha and joel are starting to implement design given with the analysis we already have. Whilst hattice and Aronica are working on the use case specifications and to finalise the use case diagram, Khalid and Tony discuss the creation of test cases to be done after the tasks of the analysis and design.
- The team was therefore organised into sub-groups: the Analysis team, the Design team and the tester & QA team.

### Attendees:

The entire team attended the meeting.

## 2nd Consultant Meeting : 20th February Time: 1pm to 2pm

### Agendas:

- **Meet in person with consultant**
- **Introduce ourselves and the current team progress**

#### **Key points in the meeting- Meet in person with consultant**

- The team had the opportunity to meet in person with a team consultant. Being able to interact face-to-face allowed for a deeper level of understanding and a more personal connection.
- The open and candid communication we had has given the team a renewed sense of motivation and inspiration as to the fact that we would be supported if we would need further support.

#### **Key points in the meeting- Introduce ourselves and the current team progress**

- During our meeting with the consultant, we took the opportunity to introduce ourselves and our roles within the project team.
- We also provided an update on our current progress, highlighting the successes and challenges we've faced so far.
- This helped the consultant gain a better understanding of our team's dynamic and where we currently stand in the project, allowing for more targeted and effective guidance and support.

### Attendees:

The entire team attended the meeting.

## Meeting 5: 20th February Time: 1pm to 2pm

## Agendas:

- discuss what else to add to our case diagram
- planned questions to ask Mr lancaster

### **Key points in the meeting- discuss what else to add to our case diagram**

- After the consultant meeting we decided to add further ideas to our analysis team for them to take away so they could finalise a final draft for the use case diagram

### **Key points in the meeting- planned questions to ask Mr lancaster**

- The team had further questions that needed further clarification from the client mr lancaster. Our Programmer had a question as to where the code of our backup of the Airvia database would be stored.
- also our project manager had a concern whether we would use a wireframe in visual paradigm.

## Attendees:

The entire team attended the meeting except methusha

## Meeting 6: 27th February Time: 12am to 1pm

## Agendas:

- confirming who worked on which draft
- discussed key questions needed to be answered by module leader

### **Key points in the meeting- confirming who worked on which draft**

- The first talking point of the meeting was discussing who contributed in the design stage and for the 4 drafts of design class diagrams was worked on by Methusha and Joel and for the 2 ER diagrams it was worked on by joel.

### **Key points in the meeting- discussed key questions needed to be answered by module leader**

The team discussed some necessary key points that need clarifications by module leader

- Where does the backup data go?
- Do we design wireframes on visual paradigm or on any other platforms?

- How long is the customer report and what is its format?

### Attendees:

The entire team attended the meeting except tony

## 3rd Consultant Meeting : 27th February Time: 1pm to 1.30pm

### Agendas:

- **Discussed concerns about the module leader**
- **Discussed the current team progress**

#### **Key points in the meeting- Discussed the current team progress**

- The team discussed to the consultant the current progress they have made so far and highlighted the key points from the meeting. They discussed the progress on each task, identified important issues, and outlined the plan for the next steps. Everyone agreed that the team is making good progress and is committed to achieving their goals

#### **Key points in the meeting- Discussed concerns about the module leader**

- The team discussed the issue of the module leader taking too long to respond to emails, which was slowing the team's progress on the project.

### Attendees:

The entire team attended the meeting except tony

## Meeting 7: 27th February Time: 1.30pm to 2pm

### Agendas:

- **went over the SQL draft**
- **discussed the ER diagram**
- **discussed the class diagram**

**Key points in the meeting- went over the SQL draft**

- During the team meeting, the programmer (Joel) went over the SQL draft and explained his progress in the code. The deputy manager (Khalid) advised the programmer to test his code on MySQL as certain tables had typos and had incorrect syntax. The programmer also mentioned that he was still working on the SQL queries, but was waiting for a response from the module leader to clarify a question he had. It was agreed that the programmer should continue working on the SQL queries and test the code before submitting it for review.

**Key points in the meeting- discussed the ER diagram**

- During the team meeting, the programmer presented the Entity Relationship diagram and discussed the first draft. After he explained the relationship between the tables, the team was able to give their opinions and ideas on the diagram. With the team's help, the programmer was able to finalise the Entity Relationship diagram and make necessary adjustments to it.

**Key points in the meeting- discussed the class diagram**

- During the team meeting, the programmer and system designer presented their three drafts of the design class diagram since the last meeting. The team discussed the drafts and made an extra draft, although the diagram was not yet finalised. It still needed to be fixed with links between the classes and more classes had to be added in order for the GUI design stage of the project to start as soon as possible.

**Attendees:**

The entire team attended the meeting except tony