

Deliverable: Participation Notes

Purpose:


Participation Notes exist to **evidence your weekly engagement and growth**. They create a clear time-stamped trail of what was discussed, what was decided, what you did, and what you learnt. This supports **accountability, professional practice, and fair, transparent assessment**.

Additionally, as a professional your ability to make notes shows you can **listen, decide, act, and learn**. Good notes help you hand over work, explain choices to a client or supervisor, and resolve disputes. They also make it easy to prove impact with links to issues, PRs, commits, and documents

What to submit **each week**:

- **Meeting Notes** – evidence of engagement and decisions
- **Reflective Notes** – concise reflection on contribution, challenges, learnings, and next steps.

Format: One submission per week (PDF or Word Doc). Aim for ~150-250 words of reflection that accompanies succinct meeting notes for all meetings. Include links to evidence (issues/pull requests/commits, documents, images etc).

 **Helpful Tip:** While the notes expected each week may appear to be a lot, it's a professional practice to make the notes during the meeting itself, making them quick, almost instantaneous. This way, you only need to collate the notes into one file and then do a quick reflective writing practice before submission. Leaving it until the end of the week to write them all will create a massive hurdle to overcome each week and will reverse their purpose.

Weekly Submission Template (*Sample only*):

There is a template on the following page. You do not need to follow the template explicitly, however, all the relevant information must exist to be a complete entry.

Student ID	12345678	Project	Eco Campus Exchange
Week	4	Dates Covered	12-18 of August

Meeting Notes

Team Stand-up - 14 Aug 2205, 10:00-10:30 (Zoom)

Attendees: Maya O'Donnell, Lucas Harrington, Priya Malhotra

Absent: Ethan Kowalski

Key points

- We clarified scope for search
- DB schema is not synced between members
- backlog was groomed for iteration two.

Decisions

- Adopt simple keyword search first
- Agreed to drop `product_details` column in `produce_order` table and rely on `product_desc` in the `product` table
- Definitions of Done requires tests and to demonstrate to sponsor next meeting.

Actions

- **Maya:** to organise next sponsor meeting
- **Lucas:** to build keyword search by next team meeting
- **Priya:** to update the DB relating to `product_details` and share to team

Evidence

Issue #31 in GitHub Projects

Supervisor Check-in – 15 Aug 2025, 1:00–1:30 pm (Zoom)

Attendees: Maya O'Donnell, Lucas Harrington, Priya Malhotra

Absent: Ethan Kowalski

Key points

- We need the same logging style in every service.
- Confirm the DB change to remove product_details.
- Keep PRs small and add links to proof in our notes.

Decisions

- Use Winston for logs and add a request ID to each request.
- Write a proper DB migration so we can roll back if needed.
- Aim for 80%+ tests on new code and include a short demo video/GIF when we finish a feature for sponsor.

Actions

- **Maya:** write a short doc explaining the logging plan and add examples to the README.
- **Lucas:** add the request-ID middleware and tidy up old logs.
- **Priya:** make the migration to drop product_details and share a quick checklist so we all test the change.

Evidence

Migration 2025_08_15_drop_product_details.sql, Issue #41 (test rule).

Client Check-in – 16 Aug 2025, 3:00–3:25 pm (Teams)**Attendees:** Maya O'Donnell, Lucas Harrington,**Apologies:** Priya Malhotra**Absent:** Ethan Kowalski**Client:** Sarah Bennett**Key points**

- Search results need to clearly show **Condition** and **Campus**.
- Error messages should be easy to read.
- Worried about slow searches at busy times and how to block rude/offensive listings.

Decisions

- Result card shows: title, condition, campus, and price.
- Try to keep search time under **300 ms**.
- Add a basic content filter for new/updated listings and a way for admins to review flagged ones.
- Do a short demo next meeting.

Actions

- **Maya:** book the demo and update the API docs to match the new response.
- **Lucas:** build the keyword search with an index and time it.
- **Priya:** add validation rules and a simple word list for the content filter (behind a config flag).

Evidence

Issue #45 (search card), Benchmark sheet v1, meeting notes in project Drive.

Reflective Notes (*Sample only*):

We'll start with basic keyword search, add tests, and show a short demo next time. We also learnt our databases weren't the same, so Priya's doing a proper migration to fix it. The supervisor asked for the same logging in every service with a request ID, which should make bugs easier to track. I've been making PRs too big, so I'll switch to smaller ones with clear links.

Ethan missed all three meetings. That's creating uncertainty because we don't know his progress or what he's picking up next. For now, we've split his likely tasks: Lucas will time the search and I'll finish the logging doc. We'll message Ethan with a simple check-in: status, blockers, and what help he needs. If we don't hear back by Monday, we'll confirm a backup plan with the supervisor.