**Meeting Minutes**

**Meeting Number :** **01**

**Date :** 17/03/2016 **Time:** 10.00am

**Participants :** Kanchana Lakmal

Egodagamage Nishadi Dulashika

S.D.B.Hansani Senavirathna

Mihikala Isuri Wijesekara

**Main things focused:** At the beginning of our 1st meeting all the members are examine requirements by going through with over roll case study specification and we have understand the functions regarding to the stage of feasibility study, under the relevant limited time scale we have analyzed the main requirement and we have done the feasibility study and listed all the set of requirements regarding its rank and we prioritized under MoSCoW during the limited time scale.

**Tasks/Responsibilities for team members until next meeting:**

1. **Kanchana Lakmal -**After analyzing overall existing sites and find out new features to our project it is basically research delivered by team leader.
2. **Egodagamage Nishadi Dulashika -**Analyze about ordered functions and generate Requirement Catalogue regarding with most significant functions.
3. **S.D.B.HansaniSenavirathna -**Regarding to the functional and non-functional requirements of the existing system, prepare Rich picture to define activities which are given in this coursework.
4. **Mihikala Isuri Wijesekara-** Arranged Gantt chart which is including time frame of our development.

**Problems Generated:**

1. Problems which are generated when ordered requirements according to the importance.
2. Problems generated when taking new features form existing researched sites.

**Solutions Taken:**

1. According to the requirements which are mainly considered in coursework that we had to fulfill when we are gathering several functions from existing systems.
2. When entering new features to our system we already considered about each members idea and put necessary requirements to our proposed system.

**Date for the Next Meeting:** 19/03/2016

**Meeting Minutes**

**Meeting Number :** **02**

**Date :** 19/03/2016 **Time:** 2.00pm

**Participants :** Kanchana Lakmal

Egodagamage Nishadi Dulashika

S.D.B.Hansani Senavirathna

Mihikala Isuri Wijesekara

**Main things focused:** In our 2ndmeeting we consider about designing our web site according to the priority levels. Important requirements are sketched and relatively we create wireframes to design the technical diagrams like use case, activity and class diagrams.

**Tasks Responsibilities for team members until next meeting:**

1. **Kanchana Lakmal -**According to the ideas which taken from existing course monitoring sites new design plan is implemented.
2. **Egodagamage Nishadi Dulashika –**Regarding to the requirements that we gathered design rough sketch diagram of our site.
3. **S.D.B.Hansani Senavirathna -**According to the prioritize requirements generate high level Usecase diagram and primary as well as the secondary scenarios.
4. **Mihikala Isuri Wijesekara-** Main functionalities are described and illustrate Activity Diagram.

**Problems generated:**

1. When generating technical diagrams through Visio like software problems are generated.
2. When entering new functions some functions are need to remove and some are not then it occurred problematic situation.

**Solutions Taken:**

1. Learnt to use Smart draw software without using MS Visio.
2. Only entered most important features to the systems without using more non-functional features more.

**Date for the Next Meeting:** 24/03/2016

**Meeting Minutes**

**Meeting Number :** **03**

**Date :** 24/03/2016 **Time:** 10.00am

**Participants :** Kanchana Lakmal

Egodagamage Nishadi Dulashika

S.D.B.Hansani Senavirathna

Mihikala Isuri Wijesekara

**Main things focused:** In our 3rdmeeting we mainly considered about physical designing part. We examine the database tables and drew ERD diagram and finalized it and we taken Enhanced ERD with relationship tables to our database.

**Tasks Responsibilities for the team members until next meeting:**

1. **Kanchana Lakmal -**As a team leader he gave more ideas on web site designing section.
2. **Egodagamage Nishadi Dulashika -** According to the designed wireframes PHP implementation is done.
3. **S.D.B.Hansani Senavirathna -**prepared Enhanced Entity Relationship Diagram and developed database using XAMPP according to the mapped tables.
4. **Mihikala Isuri Wijesekara -**Checking and confirming the tables which are associate with EERD whether those tables and columns are suitable with our designing for the web pages.

**Problems Generated:**

1. Some settlements and disparities came with members when features adding to the web pages in designing stage.
2. When developing database according with enrichment of requirements suddenly problems are generated.

**Solutions Taken:**

1. When implementing the main functional requirements parallel with old functions which helps to enrich the system.
2. Some of the attributes are eliminated from the database tables and some attributes are entered to the database tables.

**Date for the Next Meeting:** 28/03/2016

**Meeting Minutes**

**Meeting Number :** **04**

**Date :** 28/03/2015 **Time:** 11.00am

**Participants :** Kanchana Lakmal

Egodagamage Nishadi Dulashika

S.D.B.Hansani Senavirathna

Mihikala Isuri Wijesekara

**Main things focused:** In our 4thmeeting we examine about logical design of the system parallel with Programming and database designing.

**Tasks Responsibilities for the team members until next meeting:**

1. **Kanchana Lakmal -**Focusing on designing phase of the web based system with enhanced requirements and features in order to enhance the standard of the web based system.
2. **Egodagamage Nishadi Dulashika -**Focus on the designing part of the web based system and also start using web developing software.
3. **S.D.B.Hansani Senavirathna -**When requirements become changed new tables are added to the system and some are removed from the system.
4. **Mihikala Isuri Wijesekara -**Provide attention about another technical diagrams which mainly needed for development process.

**Problems Generated:**

1. Problems happened when enhancing new features to the web pages to make the website more attractive and eye catching.
2. At the coding procedures problems are generated.

**Solutions Taken:**

1. According to the limited time scale some functions had to remove.
2. Coding troubles are overcome after discussing with team.

**Date for the Next Meeting:** 31/03/2016

**Meeting Minutes**

**Meeting Number :** **05**

**Date :** 31/03/2016 **Time:** 11.00am

**Participants :** Kanchana Lakmal

Egodagamage Nishadi Dulashika

S.D.B.Hansani Senavirathna

Mihikala Isuri Wijesekara

**Main things focused:** In our 5thmeeting also handled according to the coding process of the web system, some errors are fixed after talking with team members. Parallel with that technical diagrams are generated and we manage to conclude the development section.

**Tasks Responsibilities for the team members until next meeting:**

1. **Kanchana Lakmal -**Parallel with the designing of the website system development is started.
2. **Egodagamage Nishadi Dulashika -** According to the design sections coding for the web based system has started and technical diagrams are formed
3. **S.D.B.Hansani Senavirathna -**Technical diagrams are demonstrated which needed for development and for meeting minutes and prepared by adding day today jobs of the team members and their contribution for the scrum meetings.
4. **Mihikala Isuri Wijesekara -**Helped for error fixing session when system is in run time.

**Problems Generated:**

1. Problems were stand up when handling codes in some development stages.
2. Problems were stand up when passing system data through web system interfaces to database.

**Solution Taken:**

1. Two types of errors which are. **Syntax** and **Semantic** errors were fixed.
2. When data is entered to the web system database there could be connection errors and error messages popped up then all the team members checked the connection to the database and the errors fixed.

**Date for the Next Meeting:** 04/04/2016

**Meeting Minutes**

**Meeting Number :** **06**

**Date :** 04/04/2015 **Time:** 10.00am

**Participants :** Kanchana Lakmal

Egodagamage Nishadi Dulashika

S.D.B.Hansani Senavirathna

Mihikala Isuri Wijesekara

**Main things focused:** In our 6thmeeting implementation process has finalized with designing part.

**Tasks Responsibilities for the team members until next meeting:**

1. **Kanchana Lakmal -**As a team leader analyzed how the project work is going on monitored the progress advised all the members to complete task quickly before deadline.
2. **Egodagamage Nishadi Dulashika -** Analyzing the technical diagrams that are given to team members and considered about development of the site to light up ultimate output.
3. **S.D.B.Hansani Senavirathna -** Meeting minutes are created according to the tasks of team members. Deliver some ideas on development process of the web system.
4. **Mihikala Isuri Wijesekara -**Focused attention on forming technical diagrams which are required essentially for development process and are still not completed.

**Problems Generated:**

1. Problems were generating when implementing the web based system.
2. Problems were happened when forming all the essential technical diagrams which are required prior to moving in to the next level which is implementation of the system.

**Solution Taken:**

1. All members get together and discussed on how to fix errors.
2. Used Smart Draw software for forming technical diagrams quick.
3. Handling **Black Box Testing** and **White Box Testing.**

**Date for the Next Meeting:** 08/04/2016

**Meeting Minutes**

**Meeting Number :** **07**

**Date :** 08/04/2016 **Time:** 11.00am

**Participants :** Kanchana Lakmal

Egodagamage Nishadi Dulashika

S.D.B.Hansani Senavirathna

Mihikala Isuri Wijesekara

**Main things focused:** In our 7thmeeting web pages are implemented by some of our group members and some are designed another web pages together with that we only have to finish technical diagrams before implementing the system.

**Tasks Responsibilities for the team members until next meeting:**

1. **Kanchana Lakmalv-**Guided all members to handle their own tasks as much as they could in faster manner.
2. **Egodagamage Nishadi Dulashika -**Analyzing the technical diagrams and considered about development of the site to light up ultimate output.
3. **S.D.B.Hansani Senavirathna -**Meeting minutes are created according to the assigned tasks of the team members. Deliver some ideas on development process of the web system.
4. **Mihikala Isuri Wijesekara -**Going through technical diagrams which are still not completely done and which are very much needed for proposed development.

**Problems Generated:**

1. Problems were happened in implementation stage of web pages.
2. Problems were happened when concluding all the technical diagrams.

**Solution Taken:**

1. All members discussed on how to fix errors, together with sharing overall programming skills.
2. We used software called Smart Draw to form technical diagrams immediate.

**Date for the Next Meeting:** 10/04/2016

**Meeting Minutes**

**Meeting Number :** **08**

**Date :** 10/04/2016 **Time:** 11.00am

**Participants :** Kanchana Lakmal

Egodagamage Nishadi Dulashika

S.D.B.Hansani Senavirathna

Mihikala Isuri Wijesekara

SanjayaSrikantha

**Main things focused:** In our 8thmeeting we mainly considered about standard project documentation as well as further system development. Basically we examine on rest of the technical diagrams that we have to complete.

**Tasks Responsibilities for the team members until next meeting:**

1. **Kanchana Lakmal -** As a team leader, showed some mistakes which are happened during the system development.
2. **Egodagamage Nishadi Dulashika -** Examining with technical diagrams which is given by project documenting members and concerned on development more further to reach ultimate production.
3. **S.D.B.Hansani Senavirathna -**.Analyzed overall database which should tally with illustrated tables and entities in EERD.
4. **Mihikala Isuri Wijesekara -**Considered on forming further technical diagrams which are required for developing process after the system development.

**Problems Generated:**

1. Problems are happened when creating documentation, conflicts happened when entering technical diagrams in different locations in project documentation.
2. Error occurrence frequent is getting law.

**Solution Taken:**

1. When adding technical diagrams into documentation we got advises from our lecturer.
2. According to the handling of white box and black box testing error occurrence getting law.

**Date for the Next Meeting:** 12/04/2016

**Meeting Minutes**

**Meeting Number :** **09**

**Date :** 12/04/2016 **Time:** 10.00am

**Participants :** Kanchana Lakmal

Egodagamage Nishadi Dulashika

S.D.B.Hansani Senavirathna

Mihikala Isuri Wijesekara

**Main things focused:** In our 9thmeeting we managed to finalize the system and maintenance process is handled. The system used to run in different platforms.

**Tasks Responsibilities for the team members until next meeting:**

1. **Kanchana Lakmal -**As the team leader checked entire developed **web based secure role-based CMR system** and advised all members to check their documentation which are in fully standard mode.
2. **Egodagamage Nishadi Dulashika -** Analyzed over roll development of web based system and if there were some kind of error are occurred tried to overcome errors generated in above development.
3. **S.D.B.Hansani Senavirathna -**Checked all the technical diagrams which every members are prepared and associated those diagrams with implementation.
4. **Mihikala Isuri Wijesekara -** Considered about developing other parts of documentation which are very much essential to make it perfect.

**Problems Generated:**

1. Problems were getting up when analyzing over roll system some sort of errors are came and some sections needed to be added to the web based system to improve it.
2. Minor faults were in the documentation when illuminating documentation with development.

**Solution Taken:**

1. Minor faults which occurred in the documentation sorted out by getting advice for our lecturer.
2. Fixed minor faults that occurred in developed system.

**Date for the Next Meeting:** 13/04/2016

**Meeting Minutes**

**Meeting Number :** **10**

**Date :** 13/04/2016 **Time:** 10.00am

**Participants :** Kanchana Lakmal

Egodagamage Nishadi Dulashika

S.D.B.Hansani Senavirathna

Mihikala Isuri Wijesekara

**Main things focused:** the 10thmeeting was the last meeting held and all the members in the team individually executed the web system in their personal computers and handling their project documentation as much as they could.

**Tasks Responsibilities for the team members until next meeting:**

1. **Kanchana Lakmal -**Team leader delivered the final web based system to our lecturer.
2. **Egodagamage Nishadi Dulashika -** Run the web system twice whether to clarify there were no any errors.
3. **S.D.B.Hansani Senavirathna -** As same evaluated each and every technical diagram and documentation and make sure that there was no errors found in technical diagrams.
4. **Mihikala Isuri Wijesekara -**Checked out the web system twice and project documentation also check whether there were some faults in both.

**Problems Generated:**

1. No any enormous difficulties are generating when time of the system run in computers.
2. Some minor mistakes are happened in the documentation.

**Solution Taken:**

1. Minor mistakes have been solved out by chatting with members in the team regarding to the documentation.
2. There were no any vast faults in our web based system it will run well as expected in personal computers & executed well as responsive site for every mobile devices.

**Date for the Next Meeting:** Scrum meeting sessions are ended. Project documentation is confirmed.