VILNIUS UNIVERSITY

KAUNAS FACULTY

INSTITUTE OF SOCIAL SCIENCES AND APPLIED INFORMATICS

**Meeting protocols**

Prepared by: Anton Rusynyk

Lecturer: Dalia Krikščiūnienė, Prof., Dr.

Kaunas, 2023

**Online Chat & Forum**

**Date:** Tuesday, October 17, 2023

**Place:** Laisves al. Caffeine, Kaunas

**Meeting duration:** 30 minutes, 15.30 – 16.00

**Meeting purpose:** 1+1 meeting to assign Design Stage responsibilities

**Participants:** Anton Rusynyk, Ihor Milevskyi

**Protocol**

**Meeting Objectives:**

1. Discuss and finalize the employee's role and responsibilities in the website creation project.
2. Ensure alignment between the employee's skills, interests, and project requirements.
3. Set clear expectations and goals for the project.

**Agenda:**

1. Welcome and Opening
2. Project Overview
3. Employee's Background and Skills
4. Project Requirements and Responsibilities
5. Goal Setting
6. Closing

**Future Goals:**

Ihor has strong skills in front-end development and website design. He’s worked on an advance development project, where his team created a restaurant website designed for the employees.

Ihor Milevskyi is responsible for the “Create Volere templates” O1 KR3 and the “Complete wireframes and interactive prototypes for main chat/forum functionalities” O2 KR1.

O1 KR3 consists of the following tasks: Create "Log in", "Registration", "Manage profile" and "Create Posts" Volere templates.

O2 KR1 consists of the following tasks: create the interactive prototype using Figma design tool.

The final result must be delivered before November 17, 2023.

**Online Chat & Forum**

**Date:** Tuesday, October 17, 2023

**Place:** Laisves al. Caffeine, Kaunas

**Meeting duration:** 30 minutes, 16.15 – 16.45

**Meeting purpose:** 1+1 meeting to assign Design Stage responsibilities

**Participants:** Anton Rusynyk, Illia Bulhar

**Protocol**

**Meeting Objectives:**

1. Discuss and finalize the employee's role and responsibilities in the website creation project.
2. Ensure alignment between the employee's skills, interests, and project requirements.
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**Future Goals:**

Illia has basic skills of both front-end and back-end development. He has experience in creating basic websites, focusing on the design aspect.

Illia Bulhar is responsible for the “Complete UML Use-Case diagram” O1 KR1 and “Develop a style guide and design system for consistent user interface elements” O2 KR3.

O1 KR1 consists of the following tasks: create a Use Case diagram that describes the whole system.

O2 KR3 consists of the following tasks: define typography, color palette and UI components.

The final result must be delivered before November 10, 2023.

**Online Chat & Forum**

**Date:** Tuesday, October 16, 2023

**Place:** Online Google Meet meeting

**Meeting duration:** 40 minutes, 12.30 – 13.10

**Meeting purpose:** 1+1 meeting to assign Design Stage responsibilities

**Participants:** Anton Rusynyk, Matvii Sovhirenko

**Protocol**

**Meeting Objectives:**

1. Discuss and finalize the employee's role and responsibilities in the website creation project.
2. Ensure alignment between the employee's skills, interests, and project requirements.
3. Set clear expectations and goals for the project.

**Agenda:**

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6. Closing

**Future Goals:**

Matvii has knowledge of front-end development and creating documentation. He has experience in creating simple webpages and has worked with defining and communicating the requirements for information systems during his studies.

Matvii Sovhirenko is responsible for the “Create UML Sequence diagrams” O1 KR2 and “Implement end-to-end encryption for user messages to ensure data privacy” O3 KR1.

O1 KR2 consists of the following tasks: create "Log In", "Register", "Change Personal Data" and "Create Post" UML sequence diagrams.

O3 KR1 consists of the following tasks: research encryption libraries, integrate encryption algorithms and identify vulnerabilities.

The final result must be delivered before November 22, 2023.

**Online Chat & Forum**

**Date:** Tuesday, October 16, 2023

**Place:** Online Google Meet meeting

**Meeting duration:** 30 minutes, 13.30 – 14.00

**Meeting purpose:** 1+1 meeting to assign Design Stage responsibilities

**Participants:** Anton Rusynyk, Oleg Kostenko

**Protocol**

**Meeting Objectives:**

1. Discuss and finalize the employee's role and responsibilities in the website creation project.
2. Ensure alignment between the employee's skills, interests, and project requirements.
3. Set clear expectations and goals for the project.

**Agenda:**

1. Welcome and Opening
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4. Project Requirements and Responsibilities
5. Goal Setting
6. Closing

**Future Goals:**

Oleg has strong skills in front-end and back-end development. He has worked on creation of multiple websites, with the online library system being his most advanced project.

Oleg Kostenko is responsible for the “Conduct usability testing on the interactive prototypes to identify and address user experience issues” O2 KR2 and “Design a robust user authentication and authorization system to prevent unauthorized access” O3 KR2.

O2 KR2 consists of the following tasks: conduct tests and analyze the results.

O3 KR2 consists of the following tasks: implement secure authentication methods and set up access control mechanisms.

The final result must be delivered before November 27, 2023.