*Meeting notes (team 32)*

## *Content*

1. Link to sheet tracking projects and tasks
2. Link to weekly google meet
3. Deadline tracker
4. Trello Board link
5. Notes in reverse chronological order

## **Tasks**

[Scheduled Meetings + tasks](https://docs.google.com/spreadsheets/d/1HhYcqV4Y1XCDqJObIIWAQazHoo3QR8HMLc0VN1S-tpU/edit?usp=sharing)

## **Meeting**

[***Click to access every Saturday at 13:00 GMT***](https://meet.google.com/oyd-kemp-nfh)

## **Deadlines**

[Course Deadlines](https://docs.google.com/spreadsheets/d/1YSjvcQzTvQTI-NvLeo2aEI3wSWB4o4TV3lCfcNRZ56s/edit?usp=share_link)

## **Trello Board**

[***Trello board here!***](https://trello.com/b/zzQmEdAE/agile-project)

## **NOTES:**

### **Saturday 03/12/2022 13:00 GMT**

### - pre-meeting Marek - testing of requirements are delivered later on - wrote up subsection 3 and 7 - Mona - added a class diagram , to improve when we know how the app will work - gant chart view, big picture power up Jon - drafted requirements Marcello - created prototypes, market research Question:

- Regarding our board on Trello, what do you all think about maintaining the 'Midterm assessment checklist' as our board for backlog, creating two for 'doing' and 'done', and deleting the remaining ones? The extra columns are not being used much and some work might be duplicated if we keep working on both, so we can link the Google Docs in the cards we have in the 'Midterm assessment checklist' column and delete those columns for clarity. We could also add some deadlines to our tasks just so we can demonstrate the timescale part of the project too. What do you all think?  
  
To do:   
Prioritize requirements  
Agree adaptation to trello workflow  
Agree how to make / use a gannt chart  
Agree focused next steps

Notes;

Mona is not available to join at 1300 - will join later

Marek cannot join this week.

We review the work done during the week  
 3 - formal specification of system:  
 Add Having access to UNofficial exchange rates

Marcello : initial prototypes are ambitions - as we are thinking of designing a system that holds converted currency values. However, we should store values in home currency, and only convert currency at the point of user request (ie - on screen rendering).

We would like to have a budget that can hold values in multiple separate currency ‘accounts’ that can all be incorporated into a single currency.

Iterations of prototypes are evolvering.

Jon suggests that we take a moment at the end of at iteration, to ask the team, and maybe the users to ask what version is preferred (a, b, or c)

Marcello notes that user input forms can be super long and boring. Simple, quick, multiple choise is valuable and important to get a response.

We speak together about best approach towards prototzing and iteration - low fi sketch are rallyjust lines on paper, its not detailed, and it lots of crossing out and ideas swiftly.  
  
We speak about the formal specification for document, how the changes to this documentation are important to log, and to speak about how these relate to the prototypes and the requirements

We speak about the requirements and break down the requirements inside the document

Discussion about how the app will store values for various currencies , and if we have a static exchange rate

Ew speak furtherabout how the app will store the curriecy values in the past and in the users current state! (keep speak about this!)

We agree priority of requirements

### **Saturday 26/11/2022 13:00 GMT**

### - pre-meeting All: added their project proposals to the list Jon: migrated task list to trello. One main list, to track if done, separate lists for each task Mona: reviewed team proposals and updated doc

Marcello: build Trello board

Notes;

Marek joins the team, we lead with introductions, Marek has some Python, API, and C++ experience.

Budget app: lots of possible resources to draw on

Food Tracking app: lots back end experience with Marek, plenty of endpoints

The above are quite similar in implementation . front end in React. Not much python. Marek is proposing to lead the technical aspect.

Host on a server, or on a box at home.

Course tracker app:

Lookup app : nlp is too complex

Marek Notes that we have to split up code, project management, deliverables, write up

Marcello: notes that there is a project breakdown for the midterm, giving a structure for what’s necessary. It is vital that we do not miss the requirements are noted in the proct

Mona: notes that she doenst have a user group to poll. We can use our slack channels

We vote to create a budgeting app.

Requirements:

1. Track income and expenditure
2. Category breakdown of expense, eg restaurants, investments,
3. Zero-based: all income is matched to expense ‘envelope’. End of month is accrual accounting
4. Having a web app as a deliverable
5. Different currencies
   1. Native currency
   2. Single currency breakdown
6. International Spending
   1. 1 set manually
   2. 2 set automatically

We note each team members responsibilities going forward. Each team member is assigned a deliverable, and it is their responsibility to create a breakdown of the work needed to deliver that part of the project. It is also their responsibility to involve other team members to create a solution that we all agree with .

Marcello notes that we are missing a team member and we must decide how to deal with this if there is not involvement before deliverable. We propose to wait until the midterm to made a decision of how to deal with this.

Mona suggests an app for the phone, to use something like the open banking framewokr

### 

### **Saturday 19/11/2022 13:00 GMT**

- pre-meeting  
 Jon: some folder restructuring in google drive, created various google docs  
 Ronan cannot make the meeting, as he is traveling, offered apologies. No comments about team plans.   
 Marek has not ever contributed to slack forums, we have to decide if we continue without his involvement.

-How to tackle graded vs unrated assignments as priorities  
Mona: suggest that we focus on on graded assignment, and move on to additional spec. Based on this we can complete the checkpoints.

Marcelo: supports this view. Cannot spend time on ungraded tasks, we focus on graded criteria. Checkpoints are important, peer reviews come next.  
Mona: few peer review

* How to track the individual mark scheme, Jon has suggested we use word docs in google drive to track each 10 requirements. Mona and Marcello agree that this is the
* Project management
  + Marcelo overview:
    - Jira is too big ,we will get lost
    - Team Gant + replit, complex and limited. Virtual IDE is not a project management tool
    - Asana is pricy
    - Github projects: perfectly integrated with github, but we would need to learn workflow. Visually limited, list, and kanban board.
    - Trello is comprehensive, has good visuals, easy to work with, gant chart, interlinks, google drive connectivity, github integration (not tested but well reviewed). Task dependency does not exist, therefore managing waterfalling tasks is not intuitive.
    - Mona is willing to take recommendation on software, as these are all complex solutions.
    - Jon suggests we use Trello, Github, and Drive in parallel.
    - Marcello : Trello, project management // Github, version control // Drive, files and further notes
    - ^^^ this is our Manage Approach Definition

- What is our Project?

* + - * Jon proposes 3 idea
      * Mona has noted that feasibility is vital, but we need a new and different solution
      * Marcello notes that timezone project is interesting but plenty of, twitter is complex and intense, art projects is easy and a little uninteresting
      * Marcello suggests learning about REST API and collecting data surrounding gaming
      * Marcello suggests a people logistic solution, moving people from point A and B that searches all possible modes of transportation, not just flights, ut driving, trains, boats etc
      * Would be cool to make a useful solution, but we are chasing points not
    - Mona: medical symptom analysis tool, that gives reasonable results, not to feel like hypochondriac,
    - Marcelo suggests we need a database to mine for information, or we can make this for Doctors, not patients, for diagnosis. EG , a database for local databases of diseases, that perhaps a remote doctor would not be able to identify.

* + - Jon suggests that we make a decision on what project we complete, before we next meet
    - Marcello: that this is possible, but maybe we need to all develop a short project proposal for a full review
    - Mona: can we create some research requirements so that we track our progress
    - Decision is that we each create project proposals for review, come to a suggestion of what might work best before our meeting, and confirm in person.

- General note: we will need to be more communicative via slack, to hit the targets for next week

#### Tasks

* + - Each develop a short project proposal with research. Add to drive
    - Each discuss other’s project proposals, and decide personal favorite, based on feasibility, difficulty, interests, personal strengths.
    - Marcello: will create and share project management board for Trello in Slack
    - Mona: will review and develop the groups project ideas
    - Jonathan: will update google drive and trello with mile stones, will ask Mona to help review work.

#### Post meeting

Marcelo Binda

13:55:

Trello link (blank project): https://trello.com/invite/b/zzQmEdAE/ATTI5d5cfcd10b29b77e60fa9336c1d0ccbdE9C9682E/agile-project

Jonathan Ferguson

14:16:

So guys :slightly\_smiling\_face: Another weekly meeting has ended, we were sorry to miss you @Ronan Fegan and @Marek Karas

, and here is a short review:

We discussed our 'project management approach' and decided that we would use a combination of tools to track, share, and document.

Trello: for task tracking, deadline, and central project hub.

Google Drive: for organising material, collaborating on in docs and sheets, storing weekly notes.

Github: for uploading versioned content of our Google Drive, software development, version control for codebase.

We discussed ideas for our project, and decided to each develop one personal idea for peer review, including research.

For next time, each of us will:

create a short personal project proposal, with research, and upload to drive

reviews everyone else's proposals

Individual Tasks:

Marcelo : create, update, share Trello project board

Mona : investigate and review existing project proposals, adding detail

Jonathan: add mid term project requirements to individual google sheets, add to drive

Jonathan and Mona: migrate project tracking to Trello, tidy up Trello and Drive afterwards

Ronan: review previous meeting notes, create individual project proposal

Marek: review previous meeting notes, create individual project proposal (edited)

### **Friday 11/11/2022 18:00-18:50 GMT**

- introductions

Jon: lives in London, works with art and IT  
 Mona: studying and is meeting us at 23:00 GMT+5!

Marcello: working for the consulate, living in Buenos Aires GMT-3

Ronan and Marek are yet to join the chat!

- meeting timings going forward

- saturdays gmt 13:00

- deciding on tools

- jira, trello, github, replit, asana… what stack will we use for the software?

- What architecture will we use for the project tracking?

- project tracking

* Jonathan: suggests we use github and github projects ( mentions replit for web dev )
* Mona: suggests we investigate Jira
* Marcello: has experience with project planning using Gantt and suggests Trello

- how we will begin the project

* -Building from strong foundations, understanding what is expected
* Understanding of the group deliverables in Coursea (Teamwork tab)
* None of us have huge experaice with code, but willing to learn for Project!
* Shared understanding that keeping the final project deliverable format simple and recognisable will be a strong place to start

- deadlines and deliverables

JAN 9 : 8000 word project proposal including the below points from the marking rubric   
HERE: [Proposal Requirements and Rubric.pdf](https://drive.google.com/file/d/1mrpqolNJjrh-yrtSigoZhxzX0QydIQEJ/view?usp=share_link)

1. aims
   1. ‘delivery plan’
2. planning
   1. development approach definition
3. specification
   1. solution architecture definition
4. scope
   1. requirement list
   2. limitations
5. requirements
   1. prioritized requirement list
   2. Must Have, Should Have, Could Have, Wont Have (this time)
   3. stakeholders
6. literature
   1. review of what exists similar to project, and the relative merits
7. market research
   1. analysis of similar products
   2. why ours is relevant
8. motivations
9. prototyping
10. assumption testing
11. analysis/outcomes

#### Post Meeting

18:50 gmt

Mona:

It was nice to speak with you all, as per our call here is the Google Docs link for anything we need to share: <https://drive.google.com/drive/folders/1z8Hp-pTmpSBq2BWGpNK4Bvf8CUa5bl2X?usp=sharing>

19:00 gmt

Jonathan:

So guys! Great to meet you [@Mona](https://londoncs.slack.com/team/U01D3QM8C21) and [@Marcelo Binda](https://londoncs.slack.com/team/U01R2ANT9ML) :slightly_smiling_face: Looking forward to meeting both [@Ronan Fegan](https://londoncs.slack.com/team/U01BAEBLC05) and [@Marek Karas](https://londoncs.slack.com/team/U01AHH9N26T) next time :slightly_smiling_face:

We discussed meeting next week, Sat 19th Nov at 13:00 GMT (to accommodate our various timeframes - please just say if you have conflicts or adjustments)

We also discussed a short worklist for between now and next week:

ALL: think of some starting ideas for projects!

[@Mona](https://londoncs.slack.com/team/U01D3QM8C21): Create google drive folder structure for shared static resources

[@Mona](https://londoncs.slack.com/team/U01D3QM8C21): Create google 'working' document to share notes, narrative, and ideas.

ALL: Update these shared documents and folders with your own notes, research and resources

[@Marcelo Binda](https://londoncs.slack.com/team/U01R2ANT9ML): Review various collaborative work / project tracking software

[@Jonathan Ferguson](https://londoncs.slack.com/team/U01BDP45JBD): update shared doc with notes on our midterm submission, and final project mark scheme

We did not come to a solid conclusion about the kind of tech stack we will use, nor define broad parameters for the final project.

We did agree that keeping the project simple and straightforward would be easier than tackling something complex - due to the 3 of us on this first call having very little coding experience. We welcome and wait for input from [@Ronan Fegan](https://londoncs.slack.com/team/U01BAEBLC05) and [@Marek Karas](https://londoncs.slack.com/team/U01AHH9N26T)!

We have some dates to keep in mind:

Nov 19 - next meeting (same time each week, if possible)

Nov 21 - Research deadline

Dec 12 - Project Outline deadline

Jan 9 - FINAL deadline for midterm (8,000 word report on our project so far)

additionally, [@Marcelo Binda](https://londoncs.slack.com/team/U01R2ANT9ML) has noted that in the last week of Jan 2023, and first week of Feb 23, he will be offline due to a geographic relocation!

I'm excited for this project :slightly_smiling_face: I know we will make it great!