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| --- | --- | --- | --- | --- |
| Date/Time | Attendees | Team Progress | Individual Progress | Task allocation |
| 28/01/2025  14:30 – 15:00 |  | Group and choosing a project to work on | N/A | N/A |
| 04/02/2025  10 AM | Emile, Farhaan N, Farhaan M, Mila, Josefina, Sawira | Discussed the questions to ask the client, the people asking the questions and the people writing notes. | N/A |  |
| 04/02/2025  14:20-14:40 | Emile, Farhaan N, Farhaan M, Mila, Josefina, Sawira, Ade | Spoke with the client about the project, requirements, and ways to stay in contact | N/A | Josefina, Milagros and Farhaan N asked questions to the client, Emile, Farhaan M, Ade and Sawira took notes. |
| 04/02/2025  14:40-16:20 | Emile, Farhaan N, Farhaan M, Mila, Josefina, Sawira, Ade |  | SRS Document:  Josefina: Allocated tasks, Wrote introduction and created interface.  Emile: Wrote the LSEPI.  Farhaan M: Created the risk assessment.  Ade: Created functional requirements  Mila: Created the gantt chart and non-functional requirements.  Farhaan N: Did the data description and part of the functional requirements.  Sawaira: Did the introduction (team expertise and rationale of topic choice). |  |
| 14/02/2025  10AM – 10:40AM | Mila, Josefina, Farhaan N, Emile, Sawira, Ade  MISSING:  Farhaan M. | Group progress is good. The requirements document is almost complete, only a few diagrams missing. The project itself has a few developments, like the database creation, lockdown browser coding and the base structure started. | Farhaan N created the Database; has problems linking the data from table to table.  Mila and Emile didn't make any progress on the coding, but that's due on Monday.  Ade started working on the Login page.  Farhaan M had good progress with the lockdown browser. | Farhaan N has been tasked with the Core Data Diagram, Sawira needs to do the Justification for the Use Diagram. Milagros and Emile need to do the skeleton. Josefina needs to finish the interface rationale. |
| 18/02/2025  10AM – 11:50AM | Mila, Josefina, Farhaan N, Emile, Sawaira, Ade  ONLINE: Farhaan M | Group is working well. Have made progress on making the frontend and the backend. HTML, CSS, PHP and the database have been done. | Mila and Emile have created the skeleton of the website. Ade has done PHP to link the website and database; this will be connected later. Farhaan N has done the database. Sawaira has done the use case diagram. Farhaan M has made progress with the lockdown browser and Josefina made the presentation for user interface and read a bit on testing and spoke to the client on when they wanted to meet. | Farhaan N is to make a core data diagram and put together skeleton and database, |
| 18/02/2025  14:00-1 | Mila, Josefina, Farhaan N, Emile, Sawaira, Ade, Farhaan M | Everyone is working on their respective tasks. | N\A |  |
| 25/02/2025 | Josefina, Sawaira, Mila, Emile, Farhaan N | A little behind. Need to do the programming tasks. | Mila has to create a method for log in and log out, Ade is making a method for import and export, Emile is creating a method for the search functionality and edit, Josefina will create a method that will shutdown the app once the password has been entered incorrectly 3 times, Sawaira |  |
| 25/02/2025 | Josefina, Sawaira, Mila, Emile, Farhaan N, Farhaan M | A little behind. Need to do the programming tasks. |  |  |
| 28/02/2025 | Josefina, Emile, Farhaan N | Came together to see how everyone has done with their respective tasks |  |  |