

Minutes of the 1st project meeting

Project: Pop Names

Date: 13th October, 2020

Time: 6:00 p.m.

Place: Online

Attending: PANG Kit, TAM Tsz Chung, WU Tsz Yeung

Recorder: PANG Kit

1. Report on Progress since last meeting:

N/A as this is the 1st meeting

2. Discussion on impediments and resolution

Tasks have not been assigned to teammates. It was decided that PANG Kit will be responsible for task 3 and 6, TAM Tsz Chung will be responsible for task 2 and 5, WU Tsz Yeung will be responsible for task 1 and 4.

3. Goals for the coming weeks

Name	Task
PANG Kit	Complete the use case specifications for task 3 and 6, complete class diagram and use-case diagram
TAM Tsz Chung	Complete the use case specifications for task 2 and 5, complete class diagram and use-case diagram
WU Tsz Yeung	Complete the use case specifications for task 1 and 4, complete class diagram and use-case diagram

4. Meeting adjournment and next meeting

The meeting was adjourned at 7:00 p.m. The next meeting will be held on 20th November at 8:00 p.m. online.

Minutes of the 2nd project meeting

Project: Pop Names

Date: 20th November, 2020

Time: 8:00 p.m.

Place: Online

Attending: PANG Kit, TAM Tsz Chung, WU Tsz Yeung

Recorder: PANG Kit

1. Report on Progress since last meeting:

Name	Task worked on in the past week	Total hours
PANG Kit	Completed class diagram and use case diagram 100% completed use case specification for task 3 and 6	7
TAM Tsz Chung	Completed class diagram and use case diagram 100% completed use case specification for task 2 and 5	7
WU Tsz Yeung	Completed class diagram and use case diagram 100% completed use case specification for task 1 and 4	6

2. Discussion on impediments and resolution

Group is slightly lagging behind the expected schedule. It was decided the group will speed up the process by working every night in the following week.

3. Goals for the coming week

Name	Task
PANG Kit	Complete UI for task 3 & 6, Start implementation of task 3 and 6
TAM Tsz Chung	Complete UI for task 2 & 5, Start implementation of task 2 and 5
WU Tsz Yeung	Complete UI for task 1 & 4, Start implementation of task 1 and 4

4. Meeting adjournment and next meeting

The meeting was adjourned at 9:00 p.m. The next meeting will be held on 25th November at 8:30 p.m. online.

Minutes of the 3rd project meeting

Project: Pop Names

Date: 25th November, 2020

Time: 8:30 p.m.

Place: Online

Attending: PANG Kit, TAM Tsz Chung, WU Tsz Yeung

Recorder: TAM Tsz Chung

1. Report on Progress since last meeting:

Name	Task worked on in the past week	Total hours
PANG Kit	Completed UI for task 3 and 6, Completed task 3, 20% done on task 6	23
TAM Tsz Chung	Completed UI for task 2 and 5, 40% done on task 2, 20% done on task 5	18
WU Tsz Yeung	Completed UI for task 1 and 4, 30% done on task 1	8

2. Discussion on impediments and resolution

Some boundary cases in the programming tasks are unclear. An email will be sent to TA to ask about the issue.

3. Goals for the coming week

Name	Task
PANG Kit	Continue to complete task 6
TAM Tsz Chung	Continue to complete task 2 and task 5
WU Tsz Yeung	Continue to complete task 1, Start implementation of task 4

4. Meeting adjournment and next meeting

The meeting was adjourned at 9:30 p.m. The next meeting will be held on 30th November at 10:00 a.m. online.

Minutes of the 4th project meeting

Project: Pop Names

Date: 30th November, 2020

Time: 10:00 a.m.

Place: Online

Attending: PANG Kit, TAM Tsz Chung, WU Tsz Yeung

Recorder: TAM Tsz Chung

1. Report on Progress since last meeting:

Name	Task worked on in the past week	Total hours
PANG Kit	75% done on task 6	15
TAM Tsz Chung	Completed task 2, 75% done on task 5	20
WU Tsz Yeung	80% done on task 1, 20% done on task 4	12

2. Discussion on impediments and resolution

After receiving an email response from TA, we realized that some implementation of tasks had to be changed because of some boundary cases. The implementations will be changed accordingly.

We realized that it would be more efficient to write a common helper function to display a table, so it is decided that PANG Kit will work on the helper function.

3. Goals for the coming week

Name	Task
PANG Kit	Continue to complete task 6 and work on the helper function, Start drawing burndown chart
TAM Tsz Chung	Continue to complete task 5, Start drawing gantt chart
WU Tsz Yeung	Continue to complete task 1 and 4

4. Meeting adjournment and next meeting

The meeting was adjourned at 11:00 a.m. The next meeting will be held on 2nd December at 6:00 p.m. online.

Minutes of the 5th project meeting

Project: Pop Names

Date: 2nd December, 2020

Time: 6:00 p.m.

Place: Online

Attending: PANG Kit, TAM Tsz Chung, WU Tsz Yeung

Recorder: WU Tsz Yeung

1. Report on Progress since last meeting:

Name	Task worked on in the past week	Total hours
PANG Kit	Completed helper function for displaying tables, Completed task 6, 80% done on burndown chart	9
TAM Tsz Chung	Completed task 2 and task 5, 70% done on Gantt chart	8
WU Tsz Yeung	Completed task 1, 70% done on task 4	18

2. Discussion on impediments and resolution

Some bugs were discovered in task 1, it is decided that WU Tsz Yeung will review and fix the bugs in task 1

3. Goals for the coming weeks

Name	Task
PANG Kit	Complete unit testing for task 3 and task 6 Fix any bugs that appear
TAM Tsz Chung	Complete unit testing for task 2 and task 5 Fix any bugs that appear
WU Tsz Yeung	Complete task 1 and task 4, Complete unit testing for task 1 and task 4 Fix any bugs that appear

4. Meeting adjournment and next meeting

The meeting was adjourned at 7:00 p.m. The next meeting will be held on 4th December at 6:00 p.m. online.

Minutes of the 6th project meeting

Project: Pop Names

Date: 4th December, 2020

Time: 6:00 p.m.

Place: Online

Attending: PANG Kit, TAM Tsz Chung, WU Tsz Yeung

Recorder: WU Tsz Yeung

1. Report on Progress since last meeting:

Name	Task worked on in the past week	Total hours
PANG Kit	Completed Unit testing for task 3 and task 6, Complete burndown chart	26
TAM Tsz Chung	Completed Unit testing for task 2 and task 5, Complete Gantt chart	27
WU Tsz Yeung	Completed Unit testing for task 1 and task 4	30

2. Discussion on impediments and resolution

It is unsure whether problems exist in code and documentation. It is decided that all teammates will conduct the final review on the code and finalize the documentation for the submission.

3. Goals before the deadline

Name	Task
PANG Kit	Review the code and prepare for submission, finalize documentation
TAM Tsz Chung	Review the code and prepare for submission, finalize documentation
WU Tsz Yeung	Review the code and prepare for submission, finalize documentation

4. Meeting adjournment

The meeting was adjourned at 7:00 p.m.