

# Team Knuth Meeting 1

Meeting called By	Ryan Pickering	Meeting Number	1
Attendees	Matthew Pritchard, Ryan Pickering, Ethan Roe	Apologies	Matthew Randle
Time	11:00 – 13:00	Time Keeper	Ethan Roe
Date	08/02/2019	Location	Northumbria University Library

## Agenda Items

1. Examine the Project Specification	
Time Duration	11:00 – 11:20
Discussion	
Conclusions	

2. Decide on the group section for the skills audit	
Time Duration	11:20 – 11:40
Discussion	Discuss which skills should be focused on for the group section of the skills audit.
Conclusions	We decided on Team Work and Java Programming as being the first 2 skills for group section, as these two skills will be the most used throughout the assignment. Each member of the group went on to contribute towards 14 more skills.

### 3. Discuss the assignment missions

Time Duration	11:40 – 12:00
Discussion	Look into more detail on each assignment mission. Each team member should begin to think about which missions complement their skills and which missions they would like to do.
Conclusions	

### 4. Decide on a draft version of who will complete each mission

Time Duration	12:00 – 12:30
Discussion	Each member of the group should list out which missions they would feel comfortable with and which missions they wouldn't.
Conclusions	Ryan, Matthew and Ethan all decided on a selection of missions which they would be comfortable with. There were some missions left over which could be decided on as being group missions, and there was also some missions left over which could be taken up by Matthew Randle in the next team meeting.

### 5. Set up a GitHub repository for the assignment

Time Duration	12:30 – 12:45
Discussion	
Conclusions	A GitHub Repository was set up, with Ethan Roe, Ryan Pickering and Matthew Pritchard being added to the repository.

#### 6. Set up a Google Drive folder for the assignment

Time Duration	12:45 – 13:00
Discussion	
Conclusions	A Google Drive shared folder was set up for the assignment, and all members of the team were added.

Action Owner	Action Items	Date to be completed by
Matthew Randle	Matthew Randle should be added to the repository. Be added to the draft when he has decided on which missions he would prefer to take. Read the missions to become familiar with what is required from the assessment, and to be able to inform the group of which missions he would prefer to complete.	15/02/19
All Team Members	Each team member should think about what skills will be needed for the assignment, and what methods we could use to work better as a team.	15/02/19

#### Any Other Business

Matthew Randle should read through the assignment and decide on which missions he will be most comfortable with by the next team meeting.

## Team Knuth Meeting 2

Meeting called By	Ryan Pickering	Meeting Number	2
Attendees	Matthew Pritchard, Ryan Pickering, Ethan Roe, Matthew Randle	Apologies	
Time	11:00 – 13:00	Time Keeper	Ryan Pickering
Date	15/02/2019	Location	Northumbria University Library

## Agenda Items

1. Confirm who will be doing each group mission	
Time Duration	11:00 – 11:20
Discussion	The team members should decide on a final version of which missions they will undertake.
Conclusions	Both Matthew Randle and Ryan Pickering wanted to contribute towards the database component of the application, so the group decided to make the database component into a group mission to allow both members to be involved.

2. Create a project proposal	
Time Duration	11:20 – 11:40
Discussion	Each team member should confirm which missions they will be taking for the assignment and should contribute towards a general overview of what the final product will be.
Conclusions	The team confirmed their missions and added them to a table in the project proposal. The team came up with a brief overview of what the application will do.

### 3. Add Matthew Randle to the Github Repository

Time Duration	11:40 – 11:50
Discussion	
Conclusions	

### 4. Decide on a database service to use

Time Duration	11:50 – 12:15
Discussion	Look through a list of free online DBMS services to choose a suitable service for the product.
Conclusions	The group decided on 'db4free.net', a light and free to use platform to allow us to create the database for the product.

### 5. Create an empty database

Time Duration	12:15 – 12:45
Discussion	Using db4free, create an empty database that can be used as a platform for the product.
Conclusions	The db4free service appeared to be down as we did not receive a validation email for the database service and were therefore unable to create an account.

## 6. Submit Project Proposal and Skills Audit

Time Duration	12:45 – 13:00
Discussion	
Conclusions	The Skills Audit's have been completed, but the Project Proposal should be reviewed to ensure that it is completely suitable for the assignment.

Action Owner	Action Items	Date to be completed by
All Team Members	The team members should decide on a new stable database hosting service, create the empty database and then collectively begin working on the code to connect to the new database. This should be started in the git repository and should have made a good start by the next team meeting.	Next team meeting (tbc).
Ryan Pickering	Ryan Pickering will take the project proposal home to review and will submit it.	22/02/19
Ethan Roe	The project proposal should be double checked with a university member of staff to ensure that it is in the correct format.	22/02/19

## Team Knuth Meeting 3

Meeting called By	Ryan Pickering	Meeting Number	3
Attendees	Matthew Pritchard, Ryan Pickering, Ethan Roe, Matthew Randle	Apologies	
Time	11:00 – 13:00	Time Keeper	Ryan Pickering
Date	08/03/2019	Location	Northumbria University Library

## Agenda Items

1. SCRUM meeting	
Time Duration	11:00 – 11:15
Discussion	See where each team member is at with their current tasks, and if they have had any issues.
Conclusions	<p>Ethan Roe is currently working well through his use case diagram and has completed a first draft.</p> <p>Matthew Pritchard has created a first draft for the class diagram.</p> <p>Matthew Randle has begun to work on the database, having successfully chosen a new database platform, successfully imported the SQL code created by the group and began to generate the code to link the database to the java files.</p> <p>Ryan Pickering has created a draft GUI interface and is continuing to work through the project management aspect of the project.</p> <p>A slight concern over the amount of time taken to complete some tasks has been raised, and the team should collectively try to allocate more personal time to completing their allocated tasks.</p>

## 2. Contribute towards the creation of the Class Diagram

Time Duration	11:15 – 12:00
Discussion	The group should assist Matthew Pritchard with the class diagram.
Conclusions	Further methods have been added to the class diagram so that it is nearing completion.

## 3. Create a database connection

Time Duration	12:00 - 13:00
Discussion	Create code that will allow us to be able to connect to the SQL database.
Conclusions	After looking into different methods, we decided to use pooling to be able to allow all users to be able to connect to the database. We then created a DatabaseUtil class file that connects to our existing database.

Action Owner	Action Items	Date to be completed by
All Team Members	Fix errors from the database connection file. Assist Matthew Pritchard with completing the class diagram All team members should continue to work on their current tasks and should contact the group if they have any issues on the way.	15/03/19
Matthew Pritchard	Complete the class diagram	15/03/19



## Team Knuth Meeting 4

Meeting called by	Ryan Pickering	Meeting Number	4
Attendees	Matthew Pritchard, Ryan Pickering, Ethan Roe, Matthew Randle	Apologies	
Time	11:00 – 13:00	Time Keeper	Ryan Pickering
Date	15/03/2019	Location	Northumbria University Library

## Agenda Items

1. Cliff Meeting Reflection	
Time Duration	11:00 – 11:20
Discussion	Reflect on what issues were raised with the current documentation with the meeting with Cliff.
Conclusions	<ol style="list-style-type: none"><li>1. Team meetings minutes need to be modified to make action items clearer.</li><li>2. The progress report should be modified to display an update field and who the activity belongs to.</li><li>3. Sprint backlog documentation should be created</li><li>4. Create a task prioritization document</li><li>5. Revise the code of conduct by comparing it to the BCS code of conduct</li><li>6. Other team members should have more input into the project management documentation.</li></ol> <p>The team concluded that this meeting would be best suited to focusing on the team collaborating towards the project management documentation.#</p>

## 2. Revise the Gantt charts to ensure that all team members agree on the timescale.

Time Duration	11:20 – 11:45
Discussion	All team members generally agree on the timescales of the Gantt chart, however noticed that at the current date some tasks were not realistically feasible with the timescale set.
Conclusions	A new Gantt chart should be created and approved by the team members.

## 3. Revise the meeting minute template to include action items in a separate table.

Time Duration	11:45 – 11:55
Discussion	
Conclusions	Past minutes and current minute templates have been amended to display the action items in a clearer form.

## 4. Reformat and revise the code of conduct

Time Duration	11:55 – 12:20
Discussion	The current code of conduct is not fit for purpose and displays items in a simple list form. It should be revised to be easier to read and display the information in a more professional manner, similarly to the BCS code of conduct.
Conclusions	The code of conduct has been amended to be in line with the BCS code of conduct.

#### 5. Amend progress log

Time Duration	12:20 – 12:30
Discussion	The progress log should be amended to display who the action owners are for each item.
Conclusions	The progress log now has an action owner section for each progress item.

#### 6. Task Prioritisation Document

Time Duration	12:30 – 13:00
Discussion	The team should create a task prioritisation document and decide on which tasks should be considered as a priority and which tasks should be considered as secondary tasks.
Conclusions	Due to the task prioritisation document being created at a later stage in the project, we have created a task prioritisation document for the first section of the project between dates 04/02/19 and 03/03/19. The team then agreed on which tasks were priority and which tasks were secondary for that time segment. We will now continue to create task prioritisation documentation for the current tasks.

Action Owner	Action Items	Date to be completed by
All team members	All team members should investigate agile documentation and how to create sprint backlog documentation. Decide on which current tasks should be considered priority and which tasks should be considered as secondary. All team members should create user interface designs for each of their respective aspects of the system.	22/03/19
Ryan Pickering	Create a new version Gantt chart.	22/03/19

## Team Knuth Meeting 5

Meeting called by	Ryan Pickering	Meeting Number	5
Attendees	Matthew Pritchard, Ryan Pickering, Ethan Roe, Matthew Randle	Apologies	
Time	11:00 – 13:00	Time Keeper	Ryan Pickering
Date	22/03/2019	Location	Northumbria University Library

## Agenda Items

1. Progress Review	
Time Duration	11:00 – 11:20
Discussion	The team felt this would be a good time to review each team members progress to ensure that everyone remained up to date and that everyone was still on track.
Conclusions	Process is improving compared to recent weeks, however the Gantt chart should be updated as things such as the project development aspects and the UML Use Case Diagram are currently being updated.

2. User Interface Design Review	
Time Duration	11:20 – 11:40
Discussion	Each team member should produce their high level user interface designs to be approved by the group.
Conclusions	The user interface designs were of high quality, and met the requirements needed for the project.

### 3. Discuss how the User Interfaces will be created.

Time Duration	11:40 – 12:00
Discussion	The group should discuss how they will transfer their designs into working interface applications that will be able to utilize the functionality they have created for their classes.
Conclusions	<p>Ryan Pickering suggested using Java Swing to create the interfaces, using eclipses window builder interface.</p> <p>Matthew Randle suggested JavaFX would be a good way to create the interfaces as it allows greater scalability.</p> <p>The group decided that JavaFX would be the best platform to use due to its benefits it brings over alternative packages.</p>

Action Owner	Action Items	Date to be completed by
All team members	Everyone should familiarize themselves with JavaFX and create a working user interface by the next team meeting.	04/04/19

## Team Knuth Meeting 6

Meeting called by	Ryan Pickering	Meeting Number	6
Attendees	Matthew Pritchard, Ryan Pickering, Ethan Roe, Matthew Randle	Apologies	
Time	11:00 – 13:00	Time Keeper	Ryan Pickering
Date	04/04/2019	Location	Northumbria University Library

## Agenda Items

1. Progress Review	
Time Duration	11:00 – 11:20
Discussion	Following the last meeting, all team members were set with familiarizing themselves with JavaFX and creating basic functioning user interfaces for their missions.
Conclusions	Progress had been made with developing basic user interface, however there was a lack of functionality with the pieces. The team members discussed that the issue with this was that they were unsure how to link the user interface to the controller classes to manipulate what is shown on the user interface.

## 2. Specification Review

Time Duration	11:20 – 11:50
Discussion	As it has been a while since the team members have reviewed the specification of the team thoroughly read through the assignment brief to ensure they remained up to date on their objectives.
Conclusions	The team found that they had missed some features off their missions and will update what they have made by the next meeting.

## 3. Work on the statistics component

Time Duration	11:50 – 13:00
Discussion	Continue to develop the statistics component of the assignment.
Conclusions	The team made good progress with the statistics component and have created a user interface that is suitable for the requirements.

Action Owner	Action Items	Date to be completed by
All team members	Ensure everything created so far correctly reflects the assignment brief.	Next meeting (TBC)

## Team Knuth Meeting 7

Meeting called by	Ryan Pickering	Meeting Number	7
Attendees	Matthew Pritchard, Ryan Pickering, Ethan Roe, Matthew Randle	Apologies	
Time	11:00 – 12:00	Time Keeper	Ryan Pickering
Date	03/05/2019	Location	Northumbria University Library

## Agenda Items

1. Progress Review	
Time Duration	11:00 – 11:20
Discussion	All team members should demonstrate their progress since the last meeting and discuss any issues they have.
Conclusions	Matthew Randle has created a user dashboard for when the user logs in Matthew Pritchard has successfully created a table that sorts each task by different values Ethan Roe has created a function to allow the user to suspend a job Ryan Pickering has created a job card interface that allows the user to create, load and edit jobs



## 2. Continue Development

Time Duration	11:20 – 11:50
Discussion	Each team member should continue the development of the application, while consulting other members of the team when they come on any issues
Conclusions	The team continued to produce further features the application.

## 3. Continue Development

Time Duration	11:50 – 12:00
Discussion	Discuss any extra features that could be included in the application
Conclusions	An export job card feature could be created to export the job card to a text document after it has been completed.

Action Owner	Action Items	Date to be completed by
Ryan Pickering	Create a function to export a job card to a text document	14/05/2019