A logo of a koala bear

Description automatically generated **Agenda and minutes of meetings**

**Group 3:**

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This document is going to explain every meeting that our group had taken part in, with both the client and the tutor. We are going to give a short description of the meeting; we are going to list the present members and the date when the meeting took place.

1. **First meeting with the client – 12.09.2023**

Attendees:

* Leon Pișta
* Murat Zünbül
* Valentina Nogales
* Uraela Mamu
* Sachin Bhardwaj (client)

This was the first meeting of our project. In this meeting, the client gave us the requirements for the first phase of the project, the waterfall phase.

We talked about the different expected deliverables, such as the documentation and the actual required functionalities for the application.

1. **First meeting with the tutor – 13.09.2023**

Attendees:

* Leon Pișta
* Murat Zünbül
* Valentina Nogales
* Uraela Mamu
* Cătălin Mihai Popoiu
* Tim Jansma (tutor)

This was our first meeting with the tutor, where we explained what our understanding of the project is and we showed him the first version of our project plan.

We received some quick feedback, which we swiftly implemented and we had most of the project plan done.

1. **Second meeting with the tutor – 20.09.2023**

Attendees:

* Leon Pișta
* Murat Zünbül
* Valentina Nogales
* Uraela Mamu
* Cătălin Mihai Popoiu
* Tim Jansma (tutor)

In this meeting with the tutor we showed our User Requirements Specification document, which was fine, but could’ve used some improvements. Like for example, we got told that we can think of more functional requirements and that we would be advised to have at least one use case for every functional requirement provided.

After this meeting, we implemented the given feedback and we finished the URS.

1. **Third meeting with the tutor – 27.09.2023**

Attendees:

- Leon Pișta

- Murat Zünbül

- Valentina Nogales

- Uraela Mamu

- Cătălin Mihai Popoiu

- Tim Jansma (tutor)

In this meeting with the tutor, we gave the tutor a quick update on our ongoing progress. We showed him that we implemented the prior given feedback, which he was glad to see.

We also talked that we are using Git efficiently to track our work using branches, which he commended as being an efficient working method.

Lastly, we talked about our task division and he wanted to see how we do it. We explained that the tasks are assigned based on specific tasks, so that every member is responsible for a distinct task.

1. **Fourth meeting with the tutor – 4.10.2023**

Attendees:

* Leon Pișta
* Valentina Nogales
* Murat Zünbül
* Uraela Mamu
* Cătălin Mihai Popoiu
* Tim Jansma (tutor)

This meeting was a brief one, before the first deadline and first presentation.

We talked about our progress and which difficulties we encountered along the way, like for example some problems with Git, which we solved.

Also, we talked about what our test plan should contain, and we did everything as advised.

1. **Second meeting with the client – 31.10.2023**

Attendees:

* Leon Pișta
* Murat Zünbül
* Cătălin Mihai Popoiu
* Sachin Bhardwaj (client)

This was our second meeting with the client. This meeting took place after our first presentation for the project. He gave us some feedback and we asked for more tasks for the second phase of the project.

The client was very pleased with what we have provided for the first presentation. He told us that our way of presenting, the way we divided the talking during the presentation and what we have showed looked very well done and that they expect us to keep up the good work for the second phase as well.

We also asked for some details about what the focus of this phase should be on, what tasks should be highlighted for now.

1. **Fifth meeting with the tutor – 01.11.2023**

Attendees:

* Murat Zünbül
* Cătălin Mihai Popoiu
* Leon Pișta
* Uraela Mamu
* Tim Jansma (tutor)

This meeting took place after the presentation. In this meeting, we asked for feedback for what we have showed at the presentation. We have also talked about how we are doing at the moment, how our task division is being managed and how do we plan to keep track of our work further.

We explained the new tasks received from the client, and the tutor told us that he expects us to deliver a good project, as we did for the first phase.

He told us that we should use an app to track our work and set deadlines, like Trello or GitLab Issue Boards, which we didn’t use because we did not see the need to do it. We keep track of each other’s progress using Discord or WhatsApp, where we regularly check on our progress and we discuss what needs to be done and when, if not already discussed face to face when we are at Fontys.

1. **Third meeting with the client – 21.11.2023**

Attendees:

* Murat Zünbül
* Cătălin Mihai Popoiu
* Uraela Mamu
* Sachin Bhardwaj (client)

This meeting was an important meeting, as we faced a big challenge for our project – two of our group members decided to drop out.

We talked with the client about how we can and how we should do the work that we had to do. We asked if we can maybe cut some tasks for the moment and come back to them after we finish implementing the most important ones.

He told us that we should focus on the logical flow of the project, such as displaying shifts and more information for the employee on the website, which we will do as said.

We divided the tasks again, in a way that made our deliverance of the project possible for the submission.

1. **Sixth meeting with the tutor – 22.11.2023**

Attendees:

* Uraela Mamu
* Murat Zünbül
* Cătălin Mihai Popoiu
* Tim Jansma (tutor)

In this meeting, we talked with the tutor about the new decision that took place in accordance with what our client told us to do, after the unforeseen circumstance that two of our group members decided to leave the project.

We explained the new task division and how we want to work on the updated task list.

He told us that it’s unfortunate that the group members decided to leave, but that we have to keep working in order to pass the semester successfully, and that he expect the same good work from us, with some acceptance if there are missing features, as we had to do a five people project work in three people, as much as possible.