

Team Meetings Document

Warehouse Management System for Rakusens

Team 5: Project 5

**1st Teams Meeting**

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| **Date** | **Time** | **Attendance** | **Absences** |
| Thursday 22/02/2024 | 11am - 12pm | Mohamed Awad, Saidi Myekano, Umar Najeeb, Ali Najeeb, Mohammed Owais, Ali Muhammad, Ezekiel Folarin | 0 absences |

**Everything that we discussed in the meeting:**

* We discussed everyone's roles for the first coursework.
* Need to gain a better understanding on how to use GitHub.
* Discussed everyone's programming roles (everyone has agreed to engage in every part of the project).
* Project discussions will take place on teams and will share files on GitHub.
* Discussed deadlines/next progress check-up.
* Gathered a few questions for our client: external vendors permissions, will we be given a database, or does it all need to be created by ourselves?

**Tasks set:**

Mohamed Awad – Functional (and non- functional requirements), Data description.

Saidi Myekano -Introduction, Functional (and non- functional requirements).

Umar Najeeb –Data description, LSEPI and risk assessment

Ali Najeeb – Non-functional requirements

Mohammed Owais-Introduction, Interface, LSEPI and risk assessment

Ali Muhammad - Actors, LSEPI and risk assessment

Ezekiel Folarin –Data Description, Interface

**Team Progress:**

Everyone has been good when it comes to communication and getting themselves involved with the team meeting, attending the lab and receiving tasks that they need to do.

**2nd Teams Meeting with the Client**

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| Date | Time | Attendance | Absences |
| Thursday 29/02/2024 | 14:00pm – 14:20pm | Mohamed Awad, Umar Najeeb, Ali Najeeb, Mohammed Owais, Ali Muhammad | Saidi Myekano, Ezekiel Folarin |

**Tasks completed:**

Mohamed Awad - Functional (and non- functional requirements), Data description.

Saidi Myekano - Introduction

Umar Najeeb - LSEPI and risk assessment

Ali Najeeb - Non-functional requirements

Mohammed Owais- Introduction, Interface

Ali Muhammad - LSEPI and risk assessment

Ezekiel Folarin – Interface

**Challenges faced when doing tasks:**

Not enough of the document completed. Another scheduled meeting with the client was also not attempted which is something we aimed to do.

**Team Progress:**

The team has been collectively slow in completing the tasks set for the requirement document to be completed and sent to the client for feedback. This is due to meeting schedules being changed and then ultimately being cancelled which has pushed the task check-up back. However, the team aims to improve on this collectively so that we don't miss any deadlines in the future.

**After this meeting:**

We had a good meeting with the client where we asked questions we needed answered, as well as get quick feedback on what we can improve our requirements document on before we sent it to him.

**Challenges faced:**

Communication between team members has been poor. For example, we have had 2 different versions of the interface being done because of this.

**Tasks set:**

Review feedback given from the client and improved on the things that require it.Complete the interface layout and make a start on the prototype (interface & database).

**3rd In Person Meeting**

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| --- | --- | --- | --- |
| Date | Time | Attendance | Absences |
| Thursday 07/03/2024 | 2pm - 4pm | Umar Najeeb, Ali Najeeb, Mohammed Owais, Ezekiel Folarin | Mohamed Awad, Ali Muhammad, Saidi Myekano |

**Owais Mohammed/Ezekiel Folarin:**

Worked on the interface for the website, making amendments to each of the pages that are to be created.

**Umar Najaeeb/Ali Najeeb:**

Started the UML class diagrams, making the basic layout and adding the necessary information required.

**Mohamed Awad:**

Made a good start and progress on the Use Case diagram, requires potentially more information and can be improved visually.

**4th Teams meeting**

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| Date | Time | Attendance | Absences |
| Saturday 09/03/2024 | 3:15pm-4pm | Muhammad Awad,  Ali Najeeb,  Umar Najeeb,  Saidi Myekano | Muhammad Owais,  Ali Muhammad,  Ezekiel Folarin |

Everyone in the meeting discussed the sections they would be partaking in for the development of the website (interface and database).

**Tasks set:**

**Database tables;**

Mohamed Awad: User data, Order data

Umar Najeeb: Product data

Ali Muhammad: Alert data

We have each picked the tables we would like to create from the data tables we have currently identified.

**Ezekiel Folarin:**

Participated by helping with database

**Interface:**

Ezkiel, Ali N, Saidi and Owais will be doing the interface. They will start by doing the homepage together to get a framework for how all the pages will look.

Then everyone picks a few pages each that they will be doing.

Once Awad, Umar N and Ali Muhammed have done all that they can at that moment for the database, or completed it, they will then help with the interface by picking pages to do. Vise versa for those starting with the interface.

During this, everyone will continue to work on improving the specification document whilst doing the coding. This is to ensure that the document is completed by the deadline.

**5th In Person Meeting**

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| --- | --- | --- | --- |
| Date | Time | Attendance | Absences |
| Monday  11/03/2024 | 1:40pm-3pm | Mohamed Awad, Saidi Myekano, Owais Mohammed, Ali Najeeb, Umar Najeeb | Ali Muhammad, Ezekiel Folarin |

**Mohamed Awad:**

Showcased the user data and order data to the team. Mohamed will take over majority of the database to allow Umar Najeeb and Ali Muhammed to focus on finalising the requirements document ready for submission.

**Mohammed Owais:**

Owais will be finalising the interface layout and by making sure that all pages are shown as well as making sure pages are how we aim them to be.

**Ezekiel Folarin:**

Has made good progress on coding for the interface.

**Ali Najeeb:**

Has made a start on the sign in page (code) for the interface.

**Saidi Myekano:**

Will be finishing a part of the introduction on the requirements document.

**6th In Person Meeting**

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| --- | --- | --- | --- |
| Date | Time | Attendance | Absences |
| Wednesday  13/03/2024 | 1pm-3:30pm | Mohamed Awad, Saidi Myekano, Owais Mohammed, Ali Najeeb, Umar Najeeb  Ezekiel Folarin | Ali Muhammad |

**Mohamed Awad/Ezekiel Folarin:**

They have added commits on GitHub. Wad has made commits related to the database, NDA, current progression on the meeting minutes document (this document) Aswell as creating a Gantt chart folder.

Ezekiel has made commits on related with the interface. He has uploaded the current code that has been done for the interface (Dashboard page, sign up page, Register page).

**Owais/Ezekieln Folarin:**

They have competed the design of the interface and have uploaded screen shots on the requirements document as well as a description for each page.

**Umar Najeeb/Mohamed Awad/Ezekiel Folarin:**

Worked on the use case and UML diagrams and discussed what should be done to complete them. Will look at the diagrams again in the next meeting.

**Saidi Myekano/Ali Najeeb:**

Looked at the requirements document and did work on improving the document ready for submission.

**7th Teams meeting**

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| --- | --- | --- | --- |
| Date | Time | Attendance | Absences |
| Thursday  14/03/2024 | 2pm-2:50pm | Mohamed Awad, Saidi Myekano, Owais Mohammed, Ali Najeeb, Umar Najeeb,  Ezekiel Folarin | Ali Muhammad, Saidi Myekano |

**Mohamed Awad:**

Will be asking changes to the database and data description.

**Umar Najeeb:**

Will aim to make the Gantt chart and meeting minutes more up to date.

**Ezekiel Folarin:**

Will aim on completing the UML diagram.

**Owais Mohammed/Ali Najeeb:**

Will focus on the document and work on improving it usually as well as textually.

**8th In person meeting**

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| --- | --- | --- | --- |
| Date | Time | Attendance | Absences |
| Friday  15/03/2024 | 2pm-3:30pm | Mohamed Awad, Saidi Myekano, Owais Mohammed, Ali Najeeb, Umar Najeeb  Ezekiel Folarin, Ali Muhammad |  |

Did final checks before submitting the requirements document. These checks included:

* Looking through the requirements document for any grammatical errors.
* Looking through the Use Case and UML diagrams for any potential improvements or corrections.
* Make sure all the required files/documents are in GitHub and easily accessible.
* Post the links to the needed files/documentation on GitHub
* Making any needed last additions/improvements to the Gantt chart and meeting minutes documents.
* Making sure all the current development we have made on the prototype is visible/accessible on GitHub.