

Team Meeting Minutes 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 Mohammed, 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 Mohammed - 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 Mohammed | 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 Mohammed - 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 Mohammed, 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 Najeeb/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 Mohammed,  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 Mohammed: 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 Mohammed, 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 Mohammed |

Mohamed Awad/Ezekiel Folarin:

They have added commits on GitHub. Awad has made commits related to the database, NDA, current progression on the meeting minutes document (this document) As well 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/Ezekiel 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 Mohammed, 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**

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

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.

Feedback:

* Book in page for employees and manager
* User approval for new users
* Purchase orders
* Batch for products-BBD expiration dates
* Carts page
* Payment methods for user's page
* Manage users page- make a drop down for the roles
* Email notification – 2fa
* Reports need improved – add graph's – add filters
* Products – use from official rakusens site
* Manager can upload photos of the products manually

Pages to make;

Book in page (Umar Najeeb) - shows the current number of items due to arrive

Vendor item page (Similar to the normal item page) (Ali Mohammed) - New page that is only visible to vendors. Users can add, delete and choose quantity.

Shopping Cart (Basket) page (mohamed)

Update the manage user accounts- (Saidi) add a tab where the manager needs to approve new users.

Add functionality to the items page- (Ali) Be able to add and delete items, be able to search items by product name or id.

Reports & Analysis page- (Owais)

Sort GitHub folders (Awad & Ezekiel)

**Meetings After Coursework 1 Submission**

**9th Teams Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Time | Attendance | Absences |
| Thursday  28/03/2024 | 2pm-2:50pm | Mohamed Awad, Saidi Myekano, Ali Najeeb, Umar Najeeb, Owais Mohammed | Ezekiel Folarin, Ali Mohammed |

Focus by all members is into to the development of the website and database.

Each member has a page/part of the website that they will aim to develop.

Development of the database will also include every member adding what they need for their specified page to work.

**10th Teams Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Time | Attendance | Absences |
| Monday  01/04/2024 | 2pm-3:10pm | Mohamed Awad, Saidi Myekano,  Ali Najeeb,  Umar Najeeb, Owais Mohammed, Ezekiel Folarin, | Ali Mohammed, Saidi Myekano |

Develpment has been slow and not much progression has been made, this has resulted in not being able to assign new tasks to each team member.

The team will aim to get more done by the next meeting so that we are on a good track to completing the project.

**Unofficial Teams Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Time | Attendance | Absences |
| Thursday  04/04/2024 | 2:30pm-3:10pm | Ali Najeeb,  Ali Mohammed,  Umar Najeeb | Ezekiel Folarin,  Saidi Myekano,  Mohamed Awad, Mohammed Owais |

Ali Mohammed will fix nav bar (make sure links to every page is included when on each page, including the page it’s on. E.g., right now, the Inventory page has a link to each page except its own, Ali M will fix that to make the pages look more uniform and cleaner).

Had a problem where we couldn’t open the website which has now been fixed. The problem was with not opening the Database correctly alongside the website – this was the main reason why we had this meeting.

**11th In person Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Time | Attendance | Absences |
| Monday  08/04/2024 | 2pm-2:40pm | Ali Mohammed,  Ali Najeeb,  Umar Najeeb,  Mohammed Owais | Ezekiel Folarin,  Saidi Myekano,  Mohamed Awad |

‘Reports’ page was a different font to the rest of the website which we discussed, and Ali Mohammed fixed.

‘Reports’ page needs one of its charts to be slightly smaller to accommodate the box its housed in. Mohammed Owais will fix as the ‘Reports’ page is his responsibility.

We have brought up the issue of linking the database to the code, however without the rest of the team we are not sure how to approach the situation and will discuss it when we are more of a complete group.

**12th Teams Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Time | Attendance | Absences |
| Thursday  18/04/2024 | 2pm-3pm | Ali Najeeb,  Umar Najeeb,  Mohammed Owais,Saidi Myekano,  Mohamed Awad | Ezekiel Folarin,  Ali Mohammed |

Testing:

Mohamed Awad

Ezekiel Folarin

Umar Najeeb

Website:

Ali Mohammed

Ali Najeeb

Mohammed Owais

Saidi Myekano

To meet the deadline of coursework 2 and finish the website for the final demonstration, we have decided to have a dedicated amount of people on each remaining sections. Once we reach the point where we are happy with the progress made on the testing, everyone will involve themselves in doing both sections of the project.

**13th Teams Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Time | Attendance | Absences |
| Friday  20/04/2024 | 2pm-3:10pm | Ali Najeeb,  Umar Najeeb,  Mohammed Owais,  Mohamed Awad, Ali Mohammed | Ezekiel Folarin, Saidi Myekano |

Discussed how we aim to get the product ready for the final demonstration. We discussed on potentially missing out required functionalities of the product that may not be met to the standard that we aimed for (because of the team falling short on completing tasks on time & just in general being slow in progress). This is to allow us to focus more on making the website as ready as possible for its demonstration.

**14th Teams Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Time | Attendance | Absences |
| Wednesday  01/05/2024 | 4pm-5pm | Ali Najeeb,  Umar Najeeb,  Mohammed Owais,Ali Mohammed, Ezekiel Folarin, Mohamed Awad, Saidi Myekano  Ezekiel Folarin | 0 absences |

Testing document tasks were assigned to each member, and everyone will participate in completing the document. Every member is aware of what they need to do for the document to be ready for submission.

During this, any file/ GitHub management will be done so that the code is submitted in good fashion as well as making sure that our work meets the submission guidelines for the final coursework submission.

Mohamed Awad will make sure to look over the testing document and GitHub to check everything is where it should be and upload the updated meeting minutes, Gantt char as well as a Read Me document onto the teams GitHub repository. Once the testing document is complete and ready for submission, Mohamed Awad will submit the document onto canvas.