**Process Report**



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# ***Meeting Minutes***

**Agenda item: Client Meet**

**Discussion:** Explanation of theGeneral expectations from the client and agreement on the theme of the event .

**Agenda item: Technical Aspect of the applications to be developed**

**Discussion:** Expectations is that the code written should be scalable and has great functionality

**Agenda item: Presentation of the final THEME to the client**

**Discussion:** The event will be called HighLands Halloween Festival and will have various events , camping sites/categories among others .

**Agenda item: Various Questions about the project to the client**

**Discussion:** A detailed version of the questions asked and the answers can be found on the google drive folder .

(https://docs.google.com/document/d/1PY1I6icQ9nURMWW7HAg\_HS-kXZV8o-WaPQQYtk-hKRk/edit)

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| **ACTION ITEM** | **DEADLINE** |
| **Final Version of the Project Plan and ERD database template** | **By Next Week.** |

**Agenda item: Initial Requirements**

**Discussion:** Draw up a theme for an event and use available technologies for its development . Also provide a project plan .

**Agenda item: Project Manager Meetings Discussion:** ​This will be once a week only .

**Agenda item: Client Meeting Agendas / Schedule**

**Discussion:**​. We only have 3 meetings throughout the whole duration of the project to meet with the client . The first meeting being on the 15 of September 2018.

**Agenda item: Final Overview of the project**

**Discussion:** ​This will be in form of a demo presentation of the working prototype

**Agenda item: Understanding the way the applications will work**

**Discussion:** ​2 different applications will be used ; C# and a Website , with authentication required. c# For the administrators and the website for the users.

# ***Work division***

Group Work:

Creating the database model

Creating The project plan

Creating The WireFrames

Individual work:

Ryan: managed most of the documentation and helped design the database’s ERD.

Subhi: Created The GUI and Helped in Creating The Static Part Of The Website.

Gael: Created the The Static Part Of The Website and took care of the meetings’ minutes

Mohammad: Created the ERD and managed the meetings with client and tutor.

# ***Mark justification***

We think that we deserve at least a grade of 8 of the current situation.

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# ***Individual reflections***

Mohammad

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| Self-reflection | |
| **Strong/Weak traits that affected the project** | Strong:   1. The ability to make different opinions of team members close to each other and reach to the agreement points help the project to take gradual progress. 2. Preferring technically orientation to the personal opinions and setting to the rule, help us to keep the efficiency as much as possible. 3. The ability to divide big tasks to the bunch of sub-tasks and assign them to group expedite the progressing process.   Weak:   1. I was not on time person, and this problem sometimes bring some tangible tennison, especially since I have the role of team leader many times they need me to go further. I hope I can improve it later on. 2. Since I am married student, I have less time available to put into work, and although I did all my responsibilities but I hardly can find time to go make my additional features something especial. |
| **Learning moments from the project** | 1- On the time of ERD Design the importance of cooperation becomes really obvious to me when hearing different opinions prompt to fix more gloomy points of solution  2- The importance of work division was really good for me, I thought it might be possible to do all things but after starting this project I learn that for achieving a good result, teamwork is really important.  3- Also I learned the significance the Business Administration skills to lead the group properly on their roadmap. |
| **Evaluation of spent effort** | As the team leader, I spent a lot of effort upon checking and finalizing different part of the project which was done by other team members in order to assure they are free of mistakes and cover the requirements. |
| **Improvements for next project** | 1- Try to be more punctual  2- Save more time by better personal planning |

Ryan

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| Self-reflection | |
| Strong/Weak traits | Having a lot of experience in documentation should have made the documentation part easy and quick, but because it’s a group project everyone’s input should be considered. Because of that it took us longer to finish than what we had planned. |
| Learning moments from the project | Learned about website frameworks and the long journey it takes to make an application from scratch. |
| Evaluation of spent effort | I think I spent a decent amount of time, but it could have been a bit more. I doubt by spending more time the quality of the documentation would have improved. |
| Improvements for next project | Less chit-chatting which results in losing time and being more assertive with the group instead of letting them decide everything and being just ok with it. |

Gael

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| Self-reflection | |
| Strong/Weak traits | Since I did not have a lot of experience with proper project documentation I would say that was a weak trait for me. And as for the strong trait it would have something to do with the fact that I already knew how to use web frameworks which we definitely need. |
| Learning moments from the project | Project documentation and communication with other people in the group since everyone had different views and opinions so we had to find a balance , compromise and be a TEAM. |
| Evaluation of spent effort | I spent a decent amount of time on the project and gave every point of view or opinion I may have had. |
| Improvements for next project | Better time management. |

Subhi

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| Self-reflection | |
| **Strong/Weak traits that affected the project** | Analyzing the Workbook to create The project plan and the rest of the documentation was disturbing as there were stuff that were unclear. |
| **Learning moments from the project** | I learnt different ideas like using frameworks |
| **Evaluation of spent effort** | I believe that the effort that I spent was more than the request amount. |
| **Improvements for next project** | Better time planning as there was time lost while being distracted by some stuff. |

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