**GROUP ASSIGNMENT – MEETING MINUTES**

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| **Module Name** | CSCK541 Software Development in Practice January 2024 A |
| **Assignment Name** | Mid-Module Assignment – Poster and Video Presentation |
| **Assignment Due Date** | 07/03/24 |
| **Team Name** | Group C |

Please, list your team members’ names in the table below and their respective roles.

Depending on the project, roles could be represented by specific tasks (i.e., tests/reviews), sections (i.e., poster sections), or anything else that explicitly identifies what each member is assigned to.

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| **Full Name** | **Role / Tasks** |
| Sinan Bilir | Role assignment as Tester |
| Taras Lalchan | Role assignment as Software Engineer |
| Tsz Yeung Cheng | Role assignment as Software Architect |
| Ricardo Migliorini | Role assignment as Project Manager |

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| **1. Meeting info** | | | |
| **Date of Meeting** (DD/MM/YY) | 07/03/2024 | **Time [UK]** (HH:MM) | 02:00 PM GMT |
| **Location** | Online – Teams Meeting | **Minutes prepared by** | Sinan Bilir |

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| **2. Meeting Objectives** |
| * The project roles and their requirements were discussed. * Role assignments were done as follows:   Sinan Bilir: Tester  Taras Lalchan: Software Engineer  Tsz Yeung Cheng: Project Manager  Ricardo Migliorini: Software Architect   * Agreed that each of the group members was going to use **Notion** as project management tool. * Defined the deadlines for the deliverables. * It is agreed that everybody will be contributing the report writing of their own to be used as of final project report lead by the project manager. * Ensuring every-day project communication method (Teams Chat, Teams Calls and Updates on Notion). |

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| **3. Attendance** | |
| **Full Name** | **Present / Not present / Sent apologies** |
| Sinan Bilir | Present |
| Taras Lalchan | Present |
| Tsz Yeung Cheng | Present |
| Ricardo Migliorini | Present |

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| **4. Agenda and Notes, Decisions, Issues** | | |
| **Topic** | **Owner** | **Notes** |
| To do as Tester | Sinan Bilir | Finding and reporting bugs or defects in the software. Writing unittest codes and testing each function of each code as well as the entire software of the project. Working closely with other members of the development team, including the architect and engineer, to create the system. |
| To do as Software Engineer | Taras Lalchan | Writing the encryption code, server code and client code of the project. Working closely with other members of the development team, including the architect and testers, to create the system. |
| To do as Software Architect | Ricardo Migliorini | Responsible for making high-level design choices and dictating technical standards, including coding standards, tools, and platform. His focus is on the system’s architecture, ensuring it meets all requirements. |
| To do as Project Manager | Tsz Yeung Cheng | Planning, executing, and finalising projects according to deadlines. Finalising the project report as well as delivering the final version of the project to the team. |
| *The “Notes” column should include a summary of the discussion had about the topic and any decision taken.* | | |

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| **5. Action Items** | | |
| **Action** | **Owner** | **Due Date** |
| Writing unittests for encrypting key module code, server module code and client module code, debugging functions and ensuring the software validity. | Sinan Bilir | 15/03/2024 |
| Encryption, Client, and Server codding. | Taras Lalchan | 12/03/2024 |
| Following coding standards, coding design with the development team. | Ricardo Migliorini | 12/03/2024 |
| Leading the project by setting meetings, follow-ups and writing project report. | Tsz Yeung Cheng | 18/03/2024 |
| *The “Action” section must include the action(s) that the “Owner” (the student assigned to complete the action) must complete by the due date.* | | |

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| **6. Next Meeting (if applicable)** | | | |
| **Date** (DD/MM/YY) | 16/03/2024 | **Time [UK]** (HH:MM) | **02:00 PM GMT** |
| **Location** | MS Teams - Online | | |
| **Objective** | Reviewing final version of the software.  Planning Group Assignment Submission. | | |
| *Unless this minutes refers to the last one before submission, students need to identify date, location and objective of the next meeting before concluding the current meeting.* | | | |

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| A copy of this document **MUST** be included in your final submission.  The assessment will take into account these documents: you must ensure they are updated and accurate. In case of inconsistencies, please discuss them with your peers before submitting it. If these documents result inconsistent and differ among submissions, the final grade will be negatively affected (poor engagement). |