**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** | 16/03/24 |
| **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 | Tester, Meetings Reporter |
| Taras Lalchan | Software Engineer |
| Tsz Yeung Cheng | Software Architect |
| Ricardo Migliorini | Project Manager |

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| **1. Meeting info** | | | |
| **Date of Meeting** (DD/MM/YY) | 16/03/2024 | **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 entire software code inclusing encryption\_final, server\_final, client\_final, unittest\_encryption\_final, unittest\_server\_final, unittest\_client\_final module codes executing and reviewing the results. * Remaining project roles discussed including:   Codding a Requirements.txt file  Codding a Readme.md file  Designing a workflow chart for the project and integrating it into the project report.  Writing a project directory and directory tree.  Project adaptation and integration on GitHub   * Organised final deliverable deadlines and project submission date. * Planned the final version of the project report. * Sinan Bilir is assigned to create a project GitHub repository and share the http link with the rest of the team. |

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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** |
| Running the unittest codes, explaining execution results, sharing the unittest report he created. | Sinan Bilir |  |
| Explaining how the project module codes work. | Taras Lalchan |  |
| Running the project codes. | Ricardo Migliorini |  |
| Planning the final project report. | Tsz Yeung Cheng |  |
| *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 project meeting minutes, requirements.txt with its codding process, project directory and directory tree. Creating GitHub repository for the project and sharing it with the rest of the team. | Sinan Bilir | 17/03/2024 |
| Designing the project workflow final version to be used on the report. | Taras Lalchan | 17/03/2024 |
| Writing planning and writing a readme.md file | Ricardo Migliorini | 17/03/2024 |
| Writing the project report final version, collecting all project elements together and sharing with the rest of the group. | Tsz Yeung Cheng | 18/03/2024 |
| Submitting the project | All | 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) | N/A | **Time [UK]** (HH:MM) | **N/A** |
| **Location** | N/A | | |
| **Objective** | N/A | | |
| *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). |