Professional Computing - CITS3200 Team 30

**Team Meeting #4**horizontal line

**Date:** 28/08/2022  **/ Time:** 3.00pm **/ Location:** Teams (Online)

**Chair:** Alexia Fasestta

**Minutes:** Alexia Fassetta

**Attendees:** Zack Zou, Edward Giles, Alexia Fassetta

**Apologies:** Jordan Lee, Nicodemus Ong ​

## **Minutes Duration:**

# The meeting was declared open at 3pm, quorum was present.

# The meeting was declared closed at >> am, quorum was present.

## **Confirmation of Previous Minutes**

**Motion:** “To accept the 21/08 minutes as true and correct”

**Moved:** Alexia

**Moved Unanimously** / Moved by Majority

**AGENDA**

| **Topic:** | **Actioned**: |
| --- | --- |
| Where to Store the Data: | ALL |
| Team Updates | ALL |
| Prepare Agenda for Auditor Meeting: | ALL |
| Actionable Items | ALL |

**MINUTES:**

**1.0 Where to Store the data:**

* Currently data is not in the form where the backend can accept it.
* Solution: Data needs to be converted into a form where the data can be read
* Will store the data in the cloud, when the server gets set up
* In Sprint 2 will need to use a sample of the data

**2.0 Teams updates:**

Ed and Nic Meeting

* Meeting with Identify which tables are needed
* Split the work up between them
* Database structure is almost done

Ed:

* Setting up automated testing - which tests validation of the data
* Table structures have been cleaned

Zack :

* using Navicat to manage the database and SQL on his own computer
* Updating based on Fuzzy search
* Using Join of multiple tables

Admin interface design

* Django's front end
* Jordan and Zack are most qualified for this

**3.0 Prepare Agenda for Auditor Meeting:**

All members to explain what they have done in sprint 2

* Backend (Zack/ Nic)
* Database Structure (Ed)

Discussion of Sprint 1 Milestones and how we are tracking:

* 08/08 Creation of Project Skeleton in Github repository
* 21/08 Creation of table structure for the database
* 28/08 Draft frontend design
* 03/09 Functioning database

| Task Description | Estimated Completion Date |
| --- | --- |
| Phase 1 |  |
| Create github repository with folder structure | 08/08 |
| Create code files | 08/08 |
| Develop and plan schema for database | 21/08 |
| Sketch out front end UI design for client | 28/08 |
| Phase 2 |  |
| Draft out code for a query builder to allow querying of database | 28/08 |
| draft out code functions for NCARD desired functionality | 28/08 |
| Execute creation of database | 03/09 |
| Create a front end UI for user | 03/09 |
| Phase 3 |  |
| Link the front-end webpage to the database | 03/09 |
| attach functions to the backend code | 03/09 |
| test system for any potential errors | 03/09 |

Reflection and Reviewing on our project management

* Communication
  + Need more constructive informal communication
  + More engagement with the project and Teams chat
  + Understanding of everyone's tasks and the interconnection between them.
    - Shouldn't have 3 different sets of tracking of tasks
* Agile Planning
* Focus more on the tasks within a particular sprint
* Goals were set too stringent → in the future need to be more realistic and not adopt a waterfall.

Discussion on what to bring up with Mentor

* AWS Cloud

Questions/queries

**4.0 Actionable Items:**

* Adding time estimates to our tasks on github
* Using Libraries and extensions to our advantage