# Meeting summary

A meeting was held between team members to discuss the Movie Manager Website project on November 1. These topics were discussed:

1. Tools that will be used
2. Communication avenues
3. Docs standardization
4. Results of Responsive VS Adaptive report and preferred methodology
5. Framework usage & quick training
6. Task assignment

## Tools

We discussed the tools we will be using to develop the application during our RAD development cycle. We will be using the provided webserver for deployment and final testing. Individually, we will use a preferred testing tool like XAMPP or USBWebServer. Team members will use our preferred code editors/IDEs.

## Communication Avenues

We decided on using the project GitHub as the primary avenue of communication. We will use the new *GitHub Discussions* section to do this. Members will post in the main discussion thread to communicate.

Using a single program to handle most aspects of the project should help keep information in one place for documentation purposes.

## Code for modularity

We discussed how the program can be made modular during development by ensuring individual components can be easily decoupled from each other and used individually. We concluded that modularity is not necessarily a major concern, but we will keep avenues open by keeping an eye on coupling between modules, in case requirements change in the future.

## Extensibility

We discussed extensibility in our program. We concluded that the use of responsive technology would aid extensibility by allowing elements to be added and removed easily without upsetting the UI design.

## Comments, version control and future code maintainence

We discussed the role of comments in ensuring the maintainability of our code. We resolved to provide proper comments for all PHP code in the program. Markup code in HTML and CSS will only be commented when particularly hard to understand.

We will control versions by creating a copy of the source files at each milestone. We will store each version on local files, plus a copy will be submitted to cloud storage at the Blackboard website.

## Doc standardization

We selected the Microsoft Word style Theme “Shaded” for our docs for this project. All docs for the project should use this theme. All docs will have page numbers, and lengthy docs with many headings will have a page of contents. All docs will have the date of writing and be labeled with the sprint they pertain to.

## Responsive vs Adaptive

We discussed the outcome of the Adaptive VS Responsive report and collaboratively decided on a conclusion for the report. We decided to use the Responsive methodology with the help of the framework “Bootstrap 4”.

## Framework usage

We ran a quick demo to ensure we were all familiar with basic usage of the framework, showing styling and script setup using Bootstrap’s Content Delivery Network.

## Task assignment

We reviewed the project Kanban board, created using GitHub projects. We distributed the remaining tasks between team members:

* ‘Record suitable testing for the project’
* ‘Adapt prototype to use responsive techniques’
  + Search for movie page
  + Table of search results
  + Graph of top 10 movies