Meeting Logs 9 -16

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| **Date of Meeting** | **Meeting Outcomes** | **Deliverables for next meeting** | **Signatures** |
| 13th April, 2020 | Discussed further modifications needed on the database (mainly, additional columns in the supervisor areas table). | Additions to be made to database schema.  Updates need to be carried out on the current schema. | **Students (Initials)** |
| **Supervisor** |
| 21st April, 2020 | (Available column in supervisor\_areas might be redundant).  Lecturer - quota - maximum number of students (typically 3 or 4). Every lecturer has this. When this is reached, he’s out of the lottery. Some lecturers also have a quota for maximum students per area. E.g. You cannot have all 4 students in the same area. E.g. in a particular area lecturer wants to take only 1 student per area.  Include Co-Supervisors. (For allocation, consider Principal Supervisors only).  Supervisor before Area in the forms. After selecting supervisor, that supervisor’s areas will show up. | Test Allocation with different Student sets.  Re-adjust the quota.  Validation on forms. | **Students (Initials)** |
| **Supervisor** |
| 28th April, 2020 | Discussed validation on forms  Discussed different testing methods for the allocation process | Implement further validation on forms. | **Students (Initials)** |
| **Supervisor** |
| 12th May, 2020 | Include Import Students (they can import a csv file).  Logic for meaning of 0 in Area Quota.  Students are essentially choosing a supervisor since they can’t choose the same one more than once.  Create a flowchart for the Allocation Algorithm.  Include grid for the Allocation Log on the web page & highlight the allocated supervisor.  Dashboard for admins and show number of students and number of supervisors. If there’s not enough titles for students, then the allocation is not possible.  Co-Supervisors don’t need to be shown anywhere.  Meetings between just the students should be listed in the log as well. | Import Students & Import Supervisor feature  Allocation Log | **Students (Initials)** |
| **Supervisor** |
| 21st May, 2020 | Re-Allocation (if data was entered incorrectly for example) (You can allocate more than once, when re-allocating the already existing data in the allocation table is purged)  Publish Allocation button - only once  Allocation Archive  Provide back-up of database and show where server name needs to be changed  Documentation | Login Authorization.  Send first draft of documentation.  Add check to see that all students have submitted their preferences.  Publish Allocation Result (e-mail).  Include Form B in published allocation result e-mail.  Staff Form - replace commas with dashes when titles are inputted.  Add Areas Description.  Check that there are enough supervisors for all the students (there are some cases where a student won’t be allocated anything - in this case, allocation it would have to be done manually). | **Students (Initials)** |
| **Supervisor** |
| 1st June, 2020 | What happens after you do the first iteration and you allocate people? Dr Abela says you do nothing since algorithm is deterministic (If you run it a million times, it will give you the same result)  The lecturer is more important than the area | Investigate treatments of unallocated students in the Allocation table.  Show how people’s areas are being filled up (in the table or a separate one) (A legend - the code, name of supervisor and area) - In place of Conrad Attard you’d write 1CA1 (Conrad Attard, Area ID and Area Quota) and include a legend of what these codes mean | **Students (Initials)** |
| **Supervisor** |
| 9th June, 2020 | Technically, no need for a world limit on the Area Description.  Add more diagrams and screenshots to the documentation.  Application has been finalized |  | **Students (Initials)** |
| **Supervisor** |
| 16th June, 2020 | Overview of final application.  Overview of documentation. |  | **Students (Initials)** |
| **Supervisor** |