Cleckhuddersfax E-Convenient Store

Meeting Minutes

AGENDA AND NOTES, DECISIONS, ISSUES

Duration	Topic / Discussion	Date	Facilitator	Status	Time	Meeting Type
50 Min	Review of needed Items and Resources, Project Charter Discussion	18/02/2020	The British College	Complete	11:30 AM – 12:20 PM	Information Sharing

ATTENDEES
Prashanna Shrestha, Sakriya Bajracharya, Sujan Pariyar, Swastika Adhikari, Utsav Sapkota

I. Introductions were made at the first meeting, required materials and software provided by our project manager Sir Rohit Raj Pandey was noted and shared in the meeting, followed by a discussion of project charter, in which the scope of project, project brief and means of communication were discussed. As means of communication, Slack and Trello wereapproved unanimously.

Duration	Topic / Discussion	Date	Facilitator	Status	Time	Meeting Type
1 Hr	Belbin Analysis, Next Meeting Purpose and Agendas	24/02/2020	The British College	Complete	11:30 AM – 12:30 PM	Information Sharing Decision Making

ATTENDEES
Prashanna Shrestha, Sakriya Bajracharya, Sujan Pariyar, Swastika Adhikari, Utsav Sapkota

II. After the first effective meeting, the team scheduled next meeting on Trello in a week for Belbin Analysis. The team sat together in the conference hall facilitated by The British College and started discussion.Out of the discussion, individuals from the team noted their primary, secondary and least likely roles accordingly.Though some changes were made, the primary roles stayed unchanged as per the meeting. After Belbin analysis was complete, team sat for a cup of tea and decided on next meeting purpose and agenda.

Duration	Topic / Discussion	Date	Facilitator	Status	Time	Meeting Type
4 Hr	Discussion on Skills Audit, ERD and Use Case Diagrams	25/02/2020	The British College	Complete	11:30 AM – 3:00 PM	Status Update Problem Solving

ATTENDEES
Prashanna Shrestha, Sakriya Bajracharya, Sujan Pariyar, Swastika Adhikari, Utsav Sapkota

III. The agenda of this meeting was slightly different than the rest. Our project manager sir had issued an execution phase in design where Use Case diagrams and Entity Relationship Diagrams were to be made. After quickly finishing up with individual Skills Audit, out team figuratively graded themselves which was reviewed by each other in the team. A final cumulative grade of the team was then listed, and Team Skills Audit was complete. Our team rushed to study room at college premise to start and help each other in designing Use Case model of the project. After finishing a trial design of Use Case and ERD, we visited our supervisor Sir Rohit Raj Pandey who eventually was free and in spite of his busy schedule, he dedicated his precious time to helpand provide us with wonderful new ideas and variations that could come up.We got new insights as to what could be added and removed from our initial design. The final design was once again reviewed by the team before final submitting was done.

Duration	Topic / Discussion	Date	Facilitator	Status	Time	Meeting Type
2 Hr	Discussion on Wireframes,Templates and MS Project	10/03/2020	The British College	Complete	11:30 AM – 1:00 PM	Information Sharing

ATTENDEES
Prashanna Shrestha, Sakriya Bajracharya, Sujan Pariyar, Swastika Adhikari, Utsav Sapkota

After a tedious yet fruitful meeting, our team has sat down together for template sampling and wireframing. The team locked down to a common template and started on building wireframe. As brilliant might it sound, template sampling wasn't the only challenge. We had to study its compatibility, responsive designs, license and many more factors that could impact our entire project. Our team has discussed and decided to include an added wireframe for invoice, cart, login and signup functionalities along with CRUD for customer and trader interface and search features in template. Meanwhile in the meeting, the team has decided to push its efforts in wireframing and MS Project.

Duration	Topic / Discussion	Date	Facilitator	Status	Time	Meeting Type
3 Hr	Oracle table,Implementing and coding	01/05/2020	Google Meet	Complete	12 PM – 3PM	Information Sharing

ATTENDEES

Prashanna Shrestha, Sakriya Bajracharya, Sujan Pariyar, Swastika Adhikari, Utsav Sapkota

In the hard time of Covid-19,We managed to do meeting online through google meet . And we discussed about the oracle table and the project flow. Implementating and coding part was discussed about the homepage,customer interface,trader interface,admin and dashboard as per the leader assigned the task to every individual in the team though it was really tough to communicate due to internet breakdown and loadshedding.

Duration	Topic / Discussion	Date	Facilitator	Status	Time	Meeting Type
2 Hr	Installation Guide , apex oracle application	11/06/2020	Google Meet	Complete	2 PM – 4PM	Information Sharing

ATTENDEES

Prashanna Shrestha, Sakriya Bajracharya, Sujan Pariyar, Swastika Adhikari, Utsav Sapkota

The agenda of this meeting was to install,update the apex oracle and build an application and discuss about the testing of project to be done in the coming days and finalise the project with all the requirements.