YUCONZ

Meeting Minutes

Meeting purpose:	Planning Stage 3
Date:	Thursday 7th February 2019
Time:	16:00-18:00
Location:	Templeman, Group Study Room 2
Attendees:	Jamie Ghoorbin [JDG23], Marin Donchev [MD485], James Dyer [JD556], Nicholas Salter [NDS8]

Next Steps:	Checkpoint date:	Assigned to:	Due Date:
Finalise Class diagram	20190210	MD485	20190212
Write up meeting minutes 20190207	/	JDG23	20190208
Draft email to David Barnes	/	JDG23	20190208
Draft email to Miles Roman	/	JDG23	20190208
Draft up changes document	/	JD556	20190210
Review minutes 20190207	/	JD556, NDS8	20190208
Review email to David Barnes	/	JD556, NDS8	20190208
Review email to Miles Roman	/	JD556, NDS8	20190208
Update code quality - Java Package name		JD556	20190210
Discord chat to file	20190214	NDS8	20190216

Points to discuss next meeting:
1. Progress of Class diagram
2. Modifying scenarios (and diagram if necessary)
3. Update any templates, documents
4. Create list of deliverables from brief
5. Implementation

Decisions made: (what, why, impacts)
1. JDG23 stepped down as team leader on medical grounds.
2. MD485 nominated team leader by majority vote.
3. JD556 nominated as deputy team leader due to the volume of input in meetings.
4. JDG23 nominated as secretary.
5. Prepare email for David Barnes.
a. clarify points on the assignment brief.

6. Prepare email for Miles Roman
    a. clarify user requirements and aspects of the current system to modify use case scenarios and plan for the next steps.
7. Jet Brains IntelliJ, choice of IDE for the project.
    a. Considered Netbeans but no prior experience.
    b. Two members have prior experience with IntelliJ.
    c. Remaining members tested the IDE and deemed it acceptable.
    d. Modern IDE with various features and libraries.
    e. Free licence for students.
8. Java Package name as 'Yuconz'.

Miscellaneous details:
1. MD485 commented on brief - see Google Drive for document
    a. some changes made by group

Discussion:

1. Changes to team formation
    a. JDG23 has requested to step down as team leader.
    b. Request based on his medical condition (concussion), meaning he cannot stare at screens for long.
    c. Also requested to switch to Secretary role, handling meeting minutes, emails to client and general ad hoc, chasing.
    d. Team leader position passed to MD485 by group vote (unanimous)
    e. JD556 to support MD485 where possible.
2. Email to Miles
    a. EXISTING NETWORK/SERVER: Clarify uncertainty surrounding existing computer and network system in place at Yuconz.
        i. If a central server is present in the office that allows sharing of HR documents and a central authentication system.
            1. Does the company have an internal network in place where you can share files?
    b. LOGIN/PERMISSIONS: Appears that when logging in, you select a level of authorisation/role. They have to log out and log back in to choose a different level/role (Choosing authorisation role when logging on).
        i. Is this how you want it implemented; When you log in, you pick one of these roles?
        ii. If you become assigned to a reviewer, can you login in as a reviewer or will you still log in as a manager or director or so on?
        iii. When you log in, can you pick a reviewer role so that you can read people's last review records and sign off on your reviews?
        iv. JD556 Summary of above -> 1. When you log in, do you want to pick the role? 2. Is the reviewer a role you can pick and if it is, then when you log in as a reviewer, can you see all the records of all the people you are reviewing?

1. JD556 Example -> ManagerA is called on as a reviewer for EmployeeA and EmployeeB and this manager doesn't usually supervise each of those people. So when he logs in as manager, he won't be able to read their past review records. When he logs in, does he log in for reviewer for EmployeeA or reviewer for EmployeeB. Does he pick which one (not ideal) or when he logs in as a reviewer, can he see all of them that he is currently reviewing?

c. READ PERMISSIONS: Confirm if personal details records can be read by Directors.
   i. We would like to confirm that personal detail records can not be read by directors even though they are a document on the system because they can only be read by HR and the person they pertain to?

d. USE CASES
   i. Has some new roles, Authenticate now has HREmployee and Reviewer -> JD556 suggests this gives the impression you can login as reviewer.
      1. The diagram seems to suggest you can login as a reviewer. Linked to previous question above: Can you login as a reviewer for single person or multiple person.

3. Email to David
   a. RE: DELIVERABLES
      i. [Point 1] JD556 Mentioned conflict -> *'If you have updated the use case scenario descriptions, then include a PDF version of those in this archive.'*.
      ii. [Point 3] JD556 mentioned conflicts with itself -> *'If you have updated the use case scenario descriptions then they must be submitted as part of the previous item - Evidence.zip.'*.
      iii. [Point 4] Clarify this point *'Java class files are not required'*.
      iv. [Point 4] *'Authentication use case diagram'* JD556 mentioned if David Barnes means authentication and authorization as above in brief David Barnes mentions both.

4. General discussion
   a. NDS8 - Mentioned removed performed review and now have sign off review.
   b. JD556 - Highlighted there is currently no requirement to record failed login attempts.
   c. JDG23 - Improve quality of questions to Miles Roman and limit to circa 5 per email.
   d. JD556 - Personal details - When logged in as HREmployee, you can alter own stuff.
   e. NDS8 - Use Case 'Create P/D' -> on Pre/cond record does not exist and it should.
   f. MD485 - Suggests JDG23 asks Rogerio RE:Alternative flow, Normal in Post conditions.
   g. JD556 - Authorisation check scenario doesn't use HRDatabase -> MD485 flagged up issue if database contains login/password (sha). Not sure if question has been asked.
      i. Suggested if Miles can ask IT guy if an API is available.
   h. NDS8 - 'Create new review record' [scenario] Pre/cond -> copy/paste to our scenario.
      i. Current date is within 2 weeks of the employee's employment date.
      ii. Record does not exist.
   i. MD485, JD556 - Consider what we copy over from previous scenarios.
   j. Change of Reviewer to reviewee
   k. ALL - Copy of discord chat into PDF

5. Deliverables
   a. Revised planning documents [Templates, etc.]

b. Documents such as completed minutes, discord chat, etc.
c. UML diagrams
d. Java source code