Team Minutes

4:00pm 15th February – 1st Meeting:

- All members attended.

- General meet and get to know session with all team members.

- Outlined and considered individual expertise and experience when deciding on roles.

- Exchanged numbers and agreed effective communication would be most efficient over WhatsApp.

- Collectively agreed on a team leader, team speaker and secretary for the project.

- Discussed how we can approach the task from a programming point of view and the pros and cons of different software development methodologies.

- Meeting with client scheduled for 11:30am 16th February – Discussed project requirements and collectively created a document with a list of questions helping us better understand the client's needs and the overall task at hand.

 - Noted team minutes, contributions and meeting planned.

11:30pm 16th February – 2nd Meeting:

- All team members attended.

- Prepared list of questions and assigned individual members to listen to and take notes on the meeting. (Meeting was recorded and transcribed)

- Met with Lee, the client, over teams and discussed how they are looking to implement the system as well as other task management tools already implemented. Lee Mentioned how his team had already tried utilizing Microsoft planner & Microsoft to do, which was unsuccessful because "the user can just press delete and it deletes the task, and it can't be recovered". (Transcript from meeting)

- Discussed how project requirements should be prioritized and agreed upon the export function, search function and user authentication to be lower priority.

- Noted team minutes, contributions and meeting planned.

4:30pm 16th February – 3rd Meeting:

- All members attended.

- Continued conversations on individual experiences and how we are going to utilize them in our project.

- Focused meeting on planning and creating mockups of how we would like the website to look.

- Discussed project requirements further and how different languages and technologies had their advantages/disadvantages.

- Considered our areas of expertise and collectively agreed our front end would be designed using HTML, CSS, and JavaScript. Our backend would be designed using Python or PHP. Based on the languages implemented in our backend and the use case of the website we agreed that SQL via phpMyAdmin would be the perfect technology to utilize for our database model.

- Noted team minutes, contributions and meeting planned.

2:00pm – 3:40pm 21st February 4th Meeting:

- All members attended.

- Microsoft Teams group created for mockups and draft files.

- Discussed creating a GitHub repository and how we can use it to practice incremental development.

- Analyzed teams meeting with clients, project description and the list of requirements.

- Designed and created a use case diagram as guidance when planning the system architecture.

 - Began creating the Gannt chart to keep track of project progress and contributions.

- Noted team minutes, contributions and meeting planned.

4:30pm – 5:30pm 22nd February 5th Meeting:

- All members attended

- Researched GitHub and discussed how we are going to implement the platform into our software development project.

- Broke the assignment up into smaller sections, Planned and assigned tasks to individual members.

- Agreed to meet up next week with individual updates on tasks.

- Noted team minutes, contributions and meeting planned.

2:00pm – 3:00pm 28th February 6th Meeting:

- All members attended.

- Began programming the front-end design of the website and discussed methods of implementing features.

- Compared the approaches and languages we investigated and which ones we prefer the architecture of our system to look.

- Investigated the database design using the fields provided by the client and how we can begin implementing it into our website using PHP or Python.

- Created a new GitHub repository, added all team members as collaborators and uploaded up to date code for the system software.

- Noted team minutes, contributions and meeting planned.

4:00pm – 5:30pm 29th February 7th

Meeting:

 - All members attended.

 - Discussed progress of code and began testing methods of connecting the SQL database to our program on VScode.

 - Drafted a UML class diagram to help provide us with a better understanding of the system architecture and how we would like the system to work.

 - Continued working on the database design and integrating it with the forms on our website.

- Noted team minutes, contributions and meeting planned.

2:00pm – 3:30pm 29th February 8th Meeting:

 - All members attended

 - Began testing on the code and running the different pages through general tests.

 - Created a final UML use case diagram and uploaded onto teams.

 - Discussed further steps and how we want the progress for the system to look at next week.

 - Investigated the requirements further and discussed how we are going to implement our MySQL database into our front end and back end.

 - Researched other websites and apps that Lee mentioned his team had experience using over the teams meeting

- Noted team minutes, contributions and meeting planned.

6:00pm – 8:00pm 5th March 9th Meeting:

 - All members attended

 - Researched and began implementing different database implantation techniques. (mysqli,SQLalchemy,postgre)

 - Continued focusing on the programming side of the system

 - Tested and investigated different OAuth techniques and which method would work best for our system.

 - Began working on and monitoring progress of documentation.

- Noted team minutes, contributions and meeting planned.

<center>2:00pm – 3:30pm 8th March 10th Meeting:</center>

- All members attended

 - Continued implementing and testing on code and the use of different technologies/approaches.

 - Decided to stick with SQLalchemy and begin thinking about the user interface.

 - Created and investigated mapping functions to front end forms and input fields.

 - had individual members research specific functionalities we were all unfamiliar with i.e. search and email functions.

 - Continued sharing and collaborating on each other's work using GitHub and shared ideas and possible routes using WhatsApp and teams.

 - Noted team minutes, contributions and meeting planned.

<center>12:00pm – 1:30pm 12^{th March} 11th Meeting:</center>

- All members attended

 - Focused meeting on finishing off requirements documentation, team minutes document and the creation of a Gantt chart.

 - Made progress on the prioritized functionalities and was able to check off most of the listed requirements.

 - Continued researching different Open Auth providers and how we can begin integrating the tool into our system.

 - Outlined and listed tasks which need to be prioritized this week due to the approaching deadline.

 - Noted team minutes, contributions and meeting planned.

<center>12:00pm – 1:30pm 14^{th March} 12th Meeting:</center>

- All members attended

 - Focused on completing and tailoring our requirements documentation to our system.

 - made progress on system code and began designing the front end to meet needs listed in the project description and our meeting with Lee.

 - Began checking off listed items on tasks list and prepared for hand in.

 - Noted team minutes, contributions and meeting planned.

<center>12:00pm – 3:30pm 15^{th March} 13th Meeting:</center>

- All members attended

 - Polished off all documents and ensured spelling, punctuation and grammar were checked.

 - Ensured code and user interface was ready for demo and the requirements document.

 Discussed progress and how we will improve efficient and productive planning.

- completed listed tasks on task list and organized documents.