UNIVERSITY of BRADFORD

Team 14 Team's Minutes

Abstract:

The aim of this document is to present how our team kept track of and monitored our progress over the length of the assignment. The layout of the meeting notes follows the same format with the attendance and aim of the meeting in the beginning and going on to note contributions such as task any new tasks delegated, task updates and the planning of future meetings including their aims.

Team 14:

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12:30pm – 2:00pm - **22nd of March** - 14th meeting:

- All members attended (Meeting was held in Labs after the demo with Lee)
- The aim of the meeting was to discuss how the demonstration of the prototype went and how we are going to move forward.

Start of Demo Notes

- Al-Amin discussed his progress with the client and how he had most of the functionality of the website working to which Lee was pleased.
- Implementing his strong technical background, Al-Amin and Lee discussed the backend functionality and agreed that we were making timely progress.
- Al-Amin mentioned the front end was not developed fully and asked Riaz to present his prototype in PHP to demonstrate how we would like to interface to look and feel.
- Riaz presented his prototype demonstrating how the interface will look for the different types of users to which Lee encouraged us to add a drop-down list when assigning members to a task.
- Mishel and Ekenechukwu took notes during the meeting and focused on any preferences, like the drop-down list, that Lee mentioned.
- Mishel and Oseahumen brought up the fact that, in both meetings Lee mentioned how Microsoft planner and Microsoft to do worked well for their team apart from the fact that staff could delete tasks.
- Ekenechukwu mentioned how Lee talked about how the website should be accommodating for staff who have neuro diverse issues like dyslexia.
- Mishel noted meeting notes, contributions, and uploaded meeting notes to teams.
- Collectively planned to meet next on the 29th of March.

End of Demo Notes

2:30pm – 3:30pm - **29th of March** - 15th meeting:

- All members attended (Meeting was held over MS Teams)
- The aim of the meeting was to touch base and get everyone on the same page after some time off for the holidays.
- Al-Amin delegated tasks as follows for the next planned meeting:
- Al-Amin to focus on the development of the website, specifically on small issues with the backend.
- Riaz to continue working on a prototype of the website in PHP and phpMyAdmin.
- Mishel to focus on a more detailed UML diagram to assist Al-Amin with the development of the website.
- Ekenechukwu to investigate the team meeting recording with the client and create a summary of events.
- Oseahumen to assist Al-Amin with the development of the website by researching technologies commonly implanted with flask.
- Riaz noted team minutes, contributions, and planned meetings for the 3rd of April.

4:30pm – 5:15pm **3rd of April** 16th meeting:

- All members attended (Meeting was held over MS Teams)
- The aim of the meeting was to check progress on individual tasks and ensure everyone making progress.
- Al-Amin leads the meeting and individually spoke with all team members about the progress of their task.

Progress Notes as follows:

- Al-Amin has almost completed the backend functionality for the website but has run into a bug and asked all members to look on GitHub.
- Riaz made some progress with the front end of the PHP prototype but had no luck with the issue with the python code.
- Mishel had completed and uploaded a more detailed UML diagram to Teams.
- Ekenechukwu sent a summarized list of preferences and specific functionalities to focus on mentioned by Lee.
- Oseahumen emailed Al-Amin a list of links to forums, websites, and videos to help with the backend functionality, specifically on exporting CSV/PDF files.
- Al-Amin asked for next meeting to be on the 10th of Aprill but emphasised that we should be actively updating each other on progress using WhatsApp and Teams as well as staying up to date with GitHub updates.
- Riaz noted meeting minutes and planned the next meeting for the 10th of April.

6:30pm – 7:15pm **7th of April** 17th meeting:

- All members attended the meeting (Meeting was held over the WhatsApp group chat)
- Al-Amin mentioned we should all be checking GitHub regularly to review updates on the bug asked Riaz to investigate further.
- Riaz and Ekenechukwu discussed the possibility of using any feedback provided for part a as a guide to improve our delivery of part b.
- Mishel and Oseahumen brought forth a basic UML Class diagram they had been working on together.
- Al-Amin agreed for the next meeting topic to be a general meeting until further information from module leader however, we should all investigate the bug the team has been facing and bring ideas to the next meeting.
- Riaz noted meeting minutes, contributions and planned the next meeting for the 10th of Aprill.

2:00pm – 2:40pm **9th of April** 18th meeting:

- Al-Amin and Riaz attended (Emergency meeting over Teams)
- The aim of the meeting was to discuss the release of part b of the coursework and the halt in progress with the website.
- Al-Amin mentioned how he has exhausted his resources by checking online forums, watching videos, and asking his teachers but hasn't been able to overcome the bug in the code.
- Al-Amin agreed that it would be best to move forward using PHP and phpMyAdmin as we already had a prototype as a foundation for the website.
- Riaz created and added Al-Amin to a new GitHub repository which we could use as a guide for the new website in PHP.
- Al-Amin suggested delegating tasks next meeting to begin progress on the testing document early.
- Riaz noted team minutes, contributions, and the topic for the next meeting (10th of April to update everyone about the change and delegate tasks)

12:30pm – 1:40pm **10th of April** 19th meeting:

- All members attended (Meeting was held over MS Teams)
- The meeting's aim was to update all team members about the change in approach and delegate tasks for the Testing document's progress.
- Al-Amin leads the meeting, shared his screen with a diagram of the new system architecture and encouraged him to ask questions.
- Riaz shared his screen, presented the prototype, and encouraged all team members to brainstorm ideas on ways to implement certain functionality or on the interface design.
- Mishel uploaded a summary of part b of the coursework and emphasized the significance of unit and acceptance testing.
- Ekenechukwu and Oseahumen mentioned how we should use the results of part a of the coursework as feedback to improve on areas we underperformed.
- Al-Amin suggested meeting more often as deadlines are creeping up and delegated tasks as follows:
- Al-Amin and Riaz to focus on the backend functionality of the website in PHP.
- Mishel to focus on the front end and create an interface design using Figma.
- Oseahumen to investigate how we can implement the CSV/PDF export function and provided resources in the next meeting.
- Ekenechukwu to focus on the open authentication functionality of the website and provide resources in the next meeting.
- Riaz noted team minutes, contributions.
- Al-Amin planned the next meeting for the 15th of April.

1:40pm – 2:15pm **15th of April** 20th meeting:

- Al-Amin, Riaz and Mishel attended (meeting was held in labs)
- The aim of the meeting was to update the progress of the website.

- Al-Amin mentioned making progress on the backend functionality of the website and how the Login forms were working using a simple database mode.
- Riaz presented a detailed database design he had been working on over the weekend for feedback from the team.
- Al-Amin and Mishel provided feedback mentioning the database model was good but needed more fields in the tasks table. Advised to resolve for the next meeting.
- Mishel used familiarity with interface design to present a Figma model showing the potential layout of the staff dashboard.
- Al-Amin and Riaz mentioned the layout of the interface was nice and simple but did not mention sending tasks off to the supervisor.
- Riaz noted team minutes, contributions and planned the next meeting for the 19th of April.
- Al-Amin suggested some of us focus more on the testing document as deadlines are approaching.

5:30pm – 6:30pm **19th of April** 21st meeting:

- All members attended (Meeting was held in labs)
- The aim of the meeting was to discuss the testing document together and to delegate specific tasks.
- Al-Amin and Riaz began by updating the team on the progress made on the database, website functionality and mentioned how GitHub had been updated.
- Al-Amin leads the meeting by listing the tasks that needed to be done in the next two weeks and asked everyone how they would like the tasks to be delegated.
- Al-Amin to continue progress of websites functionality, focusing on allowing supervisors to close/delete tasks.
- Riaz to assist with the front end of the website and optimize database model to assist with the website functionality.
- Mishel agreed to perform the necessary tests and begin writing up the testing document.
- Riaz noted team minutes, contributions and planned the next meeting for the 24th of April.
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2:00pm – 3:15pm **24th of April** 22nd meeting:

- All members attended (Meeting was held on MS Teams)

- Mishel led the meeting with a final prototype of the Figma model and a progress update with the testing document.
- Al-Amin suggested uploading the documents to teams.
- Riaz and Al-Amin mentioned they have not managed to implement the export function and asked Oseahumen to look at the documentation (link provided on teams)
- Al-Amin updated the rest of the team on the progress of the website and ensured the functionality list was being checked off.
- Riaz optimized the database model and continued to progress with the front end of the website.
- Ekenechukwu brought up the fact that Lee suggested using Microsoft to do as a guide for the websites front end.
- Riaz noted meeting minutes and planned the next meeting for the 26th of April.
- Al-Amin suggested preparing for the demonstration with the client on the 30th of April at 2:30pm.

4:00pm – 5:00pm **26th of April** 23rd meeting:

- All members attended (Meeting was in labs)
- The aim of the meeting was to discuss the progress of the testing document and prepare everything for the demo with Lee on Tuesday the 30th.
- Al-Amin confirmed that most of the backend functionality was working as expected and that he will try and get the export function to work.
- Riaz confirmed that the user interfaces tests were successful and everything working as expected and that there were no issues with any forms.
- Mishel confirmed that the testing document has made progress and is prepared for the acceptance testing and PHPUnit tests.
- Al-Amin suggested meeting on Monday to prepare the website and practice live demonstration script.
- Riaz noted meeting minutes, contributions and Meeting planned for the 29$^{th.}$

6:30pm – 7:15pm **29th of April** 24th meeting:

- All members attended (meeting in labs)
- The aim of the meeting was to prepare and plan the demonstration session tomorrow with Lee.
- Al-Amin mentioned the backend functionality has been tested and ensured everything is working as expected.
- Al-Amin tested the interface and ensured all forms were working as expected.

- Mishel suggested demonstrating Admin first, supervisor next, staff members last and ending the demonstration by checking off the functionality list.
- Riaz delegated the task of carrying out market research for the non-functional requirements to Oseahumen and Ekenechukwu.
- Riaz noted team minutes and meeting planned after demonstration in labs.

6:30pm – 7:15pm **30th of April** 25th meeting:

- Al-Amin, Mishel and Riaz attended (Meeting in labs after the demonstration)
- The meeting's aim was to discuss our performance during the demonstration.
- Feedback from Lee was positive, mentioning how most of the functionality was implemented and working well and that the interface was intuitive and looked the best out of all groups.
- Al-Amin suggested Mishel and Riaz focus on completing the acceptance testing table ensuring it is complete by the end of the day.
- Al-Amin suggested all team members investigate testing functions using PHPUnit.
- Oseahumen and Ekenechukwu updated the team on the results from the market research collected and suggested updating the testing document.
- Riaz noted team minutes, contributions and planned next meetings for the 2nd of May.

4:30pm – 5:30pm **2nd of April** 26th meeting:

- Al-Amin and Riaz attended (Meeting was held in labs)
- The aim of the meeting was to get all documents prepared and ready for submission.
- All code was reviewed, testing and team minute documents were checked and names correctly.
- GitHub was updated with the latest code and all documentation.
- All deliverables were checked and ready to hand in for the 3rd of April.
- Team minutes were monitored and updated accordingly.