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| Meeting Date: | What was Discussed? | Members Attendance. |
| 31/01/2020  2pm – 5pm | * Discussed Roles for each member. * Everyone involved with listing the requirements of the system and prioritising them. * Discussed user stories and product backlog. * Everyone discussed the coursework and the system which is asked to be built. * Abdul Azimi created a WhatsApp group for communication amongst the team. * Product Owner briefly discussed Burnout chart with the group mainly with scrum master. * Scrum Master Emailed Mathew Prichard addressing who’s in the group with each member roles. | Arbind Sahota.  Abdul Azimi.  Samatar Ahmed.  David Johnson.  Arturo Nappi.  Safwan Uddin.  Syedur Rahman. |
| 07/02/202  2pm – 4pm | * Database Schema was discussed with the Database Designer’s. * Testing and misc was discussed amongst the group. * Website Design was discussed between the designer and developers. * Agreed to use GitHub for code repository. * Agreed to use google docs to track documents and diagrams. | Arbind Sahota.  Abdul Azimi.  David Johnson.  Arturo Nappi.  Safwan Uddin.  Syedur Rahman. |
| 14/02/2020  2pm – 4pm | * Updated version of database schema was been shown to the group. * Some HTML pages where shown and discussed with developers. * ERD’s were developed. * Burndown chart diagram been shown. * One more member of the group been added by tutor and been given the role of the HTML to him also working alongside in each other aspects of the work. | Arbind Sahota.  Abdul Azimi.  Arturo Nappi.  Syedur Rahman.  Tahmid Shakib. |
| 21/02/2020  2pm – 4pm | * ERD Diagrams was discussed and discussed changes to be made. * Discussed to have 1- or 2-weeks sprint duration. * Everyone discussed what needs to go into sprint. * In order to have better understanding of specification and break it down user stories were discussed to have all the relevant information. * Developers and Designers discussed website design. | Arbind Sahota.  Abdul Azimi.  Safwan Uddin.  Syedur Rahman. |
| 28/02/2020  2pm – 4pm | * Everyone presented their work and was given relevant feedbacks to improve their work. * Database design need improvements and was discussed in detail and everyone gave their opinion about it. * Some client questions were raised and discussed of how to overcome them. | Arbind Sahota.  Abdul Azimi.  Arturo Nappi.  Safwan Uddin.  Syedur Rahman.  Tahmid Shakib. |
| 06/03/2020  2pm – 4pm | * First drafts of the website design were produced by the designers and was given necessary feedbacks to make some changes and what else it could be included e.g. colour and layout change. * GitHub was discussed in order any issues occur at any point and how to overcome them successfully so that everyone can work smoothly. * Burndown chart is viewed weekly and changed when necessary. | Arbind Sahota.  Abdul Azimi.  David Johnson.  Arturo Nappi.  Safwan Uddin.  Syedur Rahman.  Tahmid Shakib. |
| 13/03/2020  2pm - 4pm | * Everyone discussed about their progress and if anyone needed help e.g. fields to be added or removed in any page. * Developers and designers were in contact constantly so that the system effectively progresses. * New ideas were discussed and given for the sprint. * Test Plan was discussed and started to test functionality. * Report was discussed and started to gather each part of the report and to start first draft of report. * Screencast was created as the first draft to get ready for the final one by the tester. * Group WhatsApp was used, and everyone continued to discussion any issues throughout the week. | Arbind Sahota.  Abdul Azimi.  Arturo Nappi.  Safwan Uddin.  Syedur Rahman.  Tahmid Shakib. |
| 20/03/2020  2pm – 4pm | * Scrum Master and Product owner checking and working with everyone closely to see if anyone needs help. * Developer combining both backend and frontend with functionalities as per requirements. * Testing and burndown charts were discussed in depth and how it could be improved. * Report was discussed and finalised with slight changes to be done. * Group WhatsApp was used for further discussion and any issues occurred or anybody needed help | Arbind Sahota.  Abdul Azimi.  Syedur Rahman.  Tahmid Shakib. |
| 10/04/2020  Submission | * Everything was double checked from last week ensuring all relevant documents are on the GitHub. * Screencast – We were unable to create the screencast as when trying to enter our login credentials, it says creator access is required and displays invalid login credentials, although we were able to access Panapto beforehand. In addition to this, all team members tried accessing Panapto, however every team-member kept getting the same error and therefore being a server side issue. * Final reports were uploaded. | Online meeting over Skype with everyone except Samatar. |