

Meeting Minutes - 5

Meeting Agenda

Date and Time

Date: 16 September 2023

Time: 1:00 PM - 2:00 PM

Location

Computer Lab 3, 9403

Participants

- Brian Nge Jing Hong
- Chua Xian Loong
- Diana Wijaya
- Koe Rui En
- Lucas Wee
- Muhammad Ibrahim bin Mohd Yusni

Agenda Details

Meeting Objectives

1. Updates on individuals' progress
2. Non functional requirements to include

Pre- meeting Preparations

1. Each member should understand what they worked on since the last standup meeting.
2. Each member should understand the concept of non-functional requirements as well as the non-functional requirements that are taught during the classes.

Agenda Details

Time	Content
15 minutes	Updates on individuals' progress (Standup Meeting)
35 minutes	Non functional requirements to include.
Total meeting time: 50 minutes	

Meeting Minutes

Attendance

Group member	Present	Absent
Brian Nge Jing Hong	✓	
Chua Xian Loong	✓	
Diana Wijaya	✓	
Koe Rui En		✓
Lucas Wee	✓	
Muhammad Ibrahim Bin Mohd Yusni	✓	

Apologies

Rui En was unable to attend the meeting that took place on Thursday from 1:00 PM to 2:00 PM because she was in Australia for an entire week to celebrate her sister's graduation.

Minute Taker and Time Keeper

Minute taker: Brian

Time Keeper: Brian

Meeting Summary from Previous Meeting

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Agenda

Updates on individuals' progress (Standup Meeting)

1. Brian updated that the background for the website has been designed and done in canva. Link to canva:
https://www.canva.com/design/DAFue7lG0WY/Yyr9WOPUnU8DaUJJh_3VdA/edit?utm_content=DAFue7lG0WY&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton. The base code for sprint view was also completed in reference to the product backlog page. The base code for the sprint calendar is also completed and implemented. However, the saving functionality is not implemented yet and the save button has not been added to the web page.

Before the next standup meeting, Brian will implement the velocity graph so that it displays the graph on the page.

The obstacle that Brian reported is the steep learning curve that will be experienced due to not being familiar with coding in Javascript.

2. Ibrahim has reported that he has added the background to the main pages.

Before the next standup meeting, Ibrahim will proceed to remodel the backend database to be used in sprint management.

There is no obstacle that Ibrahim reported.

3. Xian Loong has worked on the backend of the calendar and fixing bugs that is occurring in the calendar. His progress is reported to be 70% completed.

Before the next standup meeting, Xian Loong will completely finish the calendar and fix any bugs that are in the calendar and start working on the drag and drop functionality for the sprint management and sprint board with diana.

Xian Loong has reported that he is currently experiencing obstacles in learning javascript, html and css and he said he is feeling a bit under the weather recently as well.

4. Lucas Wee has updated the user authentication system so that the users can now register for an account and login to the website. The admin can also assign other users to be admin. There is also a new navigation bar at the bottom of the page to allow for easy surfing of the website.

Before the next standup meeting, Lucas will fully implement the burndown chart.

Lucas has reported that he is not experiencing any obstacles as of now.

5. Diana has completed the UI/UX design for the different pages that will be implemented during the sprint, and she also linked all the buttons on the base code, for navigation to different features in the software. Other than that, she also did the front-end code for the sprint calendar alongside Brian, using the method pair-programming. However, the saving button is not implemented yet, and the back-end code will be implemented by Chua.

Before the next sprint, Diana will implement the drag and drop functionality for the sprint management and sprint board, with Xian Loong. Diana will also add the task status on the sprint board of each sprint.

Diana has reported that there were no obstacles faced during the sprint.

Decide on the Non Functional Requirements

The team has discussed the 3 non-functional requirements to be presented to the client for them to choose as per their preference. These are all the non-functional requirements to be presented:

1. Usability (using navigation bars or buttons to allow better user experience as users are able to locate the buttons more clearly and would make the navigation process easier for clients.)
 - We have implemented two types of possibilities as of now: Buttons with the description when hovered, and navigation bar with the usability itself.
 - Button: Harder for users to understand, as they would need to navigate to the button itself for them to understand what the button will navigate them to.
 - Navigation bar: Navigation bar is implemented in the bottom of the page, showing all the usabilities available on the specific page.
2. Security (Login sessions)
 - We have implemented a login system and registration system where the passwords are encrypted and stored in a secure cloud database where sensitive information can only be

displayed if the correct credentials has been authenticated by google's firebase authentication system

3. Compatibility

- The current web application is able to work on different local environments such as Windows 7, Windows 8, Windows 9, Windows 10, Windows 11 and MacOS. The user is able to login to the web application from their preferred devices.
- The current web application is hosted from cloud (cloudflare) and therefore would be accessible from different devices.

Non-Functional Requirement	Selected Yes/No	Humans aspect	Selected Yes/No
Usability	Yes	Website background (The background has to be empowering women in project management)	Yes
Security	No	N/A	N/A
Compatibility	No	N/A	N/A

Table 1.1: The chosen non-functional requirement and humans aspect

The client has been presented with a list of non-functional requirements. She has chosen usability as the selected non-functional requirement to be implemented during sprint three. She has also chosen website background as the human aspect that should be implemented. Therefore, the team will implement the non-functional requirement of usability and human aspect of website background as per client's request in sprint three.

AOB

The client has conveyed her interest in adding an additional feature to the web application. The software should allow people to log in with their google account. This is to ensure easier login and access to the web application. Therefore, the team will implement this functionality in the web application and present it during sprint two.

Next Meeting

Date: 26/09/2024

Time: 9:00 pm- 10:00pm

Place: Discord call