

Meeting Minutes - 12

Meeting Agenda

Date and Time

Date: 12 October 2023

Time: 1:00 pm - 1:15 pm

Location

Computer Lab 3

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 previous tasks allocated (Standup Meeting)

Pre-meeting Preparations

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Agenda Details

Time	Content
10 minutes	Updates on individuals' progress (Standup Meeting)
Total meeting time: 15 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

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Minute Taker and Time Keeper

Minute taker: Rui En

Time Keeper: Rui En

Meeting Summary from Previous Meeting

Our team organised a stand-up meeting last Tuesday. During the meeting, we provided updates on each team member's work progress, highlighted impediments encountered, and mentioned tasks that should be completed before the next meeting.

Agenda

Updates on individuals' progress (Standup Meeting)

The team individual's progress is based on these following points:

- A. What has been accomplished since the last meeting?
- B. What will be done before the next meeting?
- C. What obstacles are in the way?

Individuals' progress report:

1. Brian
 - a. I have completed improving the overall contribution page looks by changing the font size of the overall contribution page. I have linked the user page back to the product backlog page. I have further updated the sprint 3 document.
 - b. I will further update the sprint 3 document and improve the visual design for the overall contribution page and admin view page.
 - c. There are no obstacles so far.
2. Diana
 - a. I finished the formatting and rendering for the admin view, including the appropriate buttons for seeing the graph and changing the login. The admin view is designed to adapt to the screen size as well. Additionally, a back button and a button connecting the user information to the admin view have been included.
 - b. I will complete updating risk register documentation and guidelines to the website.
 - c. The obstacle I faced was that there was a configuration issue at my end in git, which did not allow me to pull or push any code from the branch. This delayed my progress for a short period of time.
3. Ibrahim
 - a. I have completed adding the close button to generate graphs and button linking for admin date selection.
 - b. I will complete the functionality of adding a new user from the admin dashboard and adding the total contribution time to the admin view.
 - c. There are no obstacles so far.
4. Chua
 - a. I've finished the functionality for the calendar and overall contribution page, where firebase is now used to gather the total number of hours contributed and determine the average amount of time contributed by each user. To view the overall team time contribution, the user now is able to select the calendar feature.
 - b. I will help with the refinement of the website.
 - c. There are no obstacles so far.
5. Rui en
 - a. I have completed the user acceptance testing for user stories 27 and 28 and meeting minutes 11. The integration testing is still in progress.
 - b. I will complete the integration testing report and meeting minutes 13.
 - c. There are no obstacles so far.

6. Lucas

- a. I have completed the graph functionality on the admin view page. I have also completed making the graph adapt and be responsive based on its window size change.
- b. I will further improve the graph generation based on real data.
- c. There are no obstacles so far.

Next Meeting

Date: 14/10/2023

Time: 9:00pm - 9:10pm

Place: Discord call