Meeting Minutes Documentation – Group Project

Members: Samuel Prowse, Tope Balogun, Saahil Shah, Esther, Lia (for the first few weeks before leaving the group)

Meeting 1:

Date: Monday 4th October 2021

Location: Microsoft Teams

Time: 12:00pm – 1:00pm

Discussion of meeting:

* Allocation of a project lead (Sam)
* Discussion of the scope of the project at hand that we had chosen (domestic helper website)
* Introduction of ourselves to other group members, discussing each our strong points, weaknesses, suitability times for meetings (once a week)
* How we would communicate as a team outside of meetings (We would decide to use WhatsApp to communicate)
* How we would keep track of our project, We settled on creating a repository on Github for project-related files.
* How we would keep track of tasks being done (Trello)
* Type of sprints we would like to do, we settled on an AGILE approach, 2 weeks per sprint.

Members Present: All

Meeting 2:

Date: Thursday 7th October 2021

Location: Microsoft Teams

Time: 10:00am – 10:45pm

* Allocating first tasks to peers, tasks include (website layout: Sam, Logo design and meeting minutes: Lia, Saahil & Tope: website layout feedback, Esther: logo feedback and product backlog)
* Timeline planning
* Aiding other members when required
* Discussion of the carding system for uncompleted work (unless reported to other members, who may help, or can move into the next sprint)

Members Present: All Except Saahil (lecture), notes taken and passed on.

Meeting 3:

Date: Monday 11th October 2021

Location: Microsoft Teams

Time: 11:00am – 12:00pm

* Priority discussion (deadlines of work take priority over the meeting, if you can't make the meeting but finish your task in the sprint, this will be accepted as long as it is completed.)
* Research similar projects for inspiration (this is a task for everyone)
* Discussion of feature implementations (such as a login)
* Progress of current work, halfway through the first sprint.

Members present: All

Meeting 3:

Date: Friday 15th October 2021

Location: Microsoft Teams

Time: 2:00pm – 3:00pm

* Presentation of first website design to group (pages, contents of each page, layout, etc)
* Feedback on design – Since this was initially hand-drawn, the group decided it was better if a computer-generated version was created, we all agreed and made this Sams task in the next sprint.
* Discussion of the technologies that this website would use (HTML, CSS, JS, use of MongoDB for database storage)
* Meeting minutes progress – What details were included
* Temporarily hold progress on implementation, as we were implementing too early, discuss when we should implement, and see if we can add any other features before continuing.
* Start the process of setting up RAPTOR to host our website and database (so the supervisor can track progress instead of using another service)
* Github repository setup – access given to most group members (Lia was having problems with access, fixed in a later sprint)
* Trello board setup – access given to group members
* Discuss current progress on the product backlog, as this is what will assist in the implementation of the website

Meeting 4:

Date: 21st October 2021

Location: Microsoft Teams

Time: 11:20am – 11:50am

* Color analysis of logo design, we discussed the 3 designs presented by Lia and picked out of those which were most appropriate.
* Splitting of the group into 2 teams (Sam, Lia, Esther website design, Tope and Saahil database)
* Discussion and implementation of the conceptual data model (Saahil), what entities there are, how are they linked, etc.
* Login system and database (Sam) – Still awaiting CEMS reply.
* Corpus of materials discuss – Tope was set on creating a template for this.
* Main tasks for each member: (Sam – basic database design, implementation from product backlog (homepage, login page) Tope: Color scheme adjustments, website layout adjustments, the conceptual data model for database design, Saahil: Database and entity design, Lia & Esther: more progress on the logo, adjustments needed to be made to make the logo represent the website will be locally based, not a global company.

Members present: All

Meeting 5:

Date: 28th October 2021

Location: Microsoft Teams

Time: 14:00 – 15:00

Members present: All

* Discussion of work completed in the previous sprint (Lia, Logo and analysis report, just needed approval on GitHub, Sam: 2nd version of the basic website design, Tope and saahil: still finalizing aspects of the conceptual database model design)
* Esther was not present for our last meeting, or this meeting so was not assigned a task.

Meeting 6:

Date: Monday 1st November 2021

Location: Microsoft Teams

Time: 10:00 – 11:00

Members Present – All

* Saahil has presented his version of the conceptual data model, Esther suggested making some table changes, the group discussed the changes and we all agreed they were suitable for our project.
* Sam started again on the implementation of the website, up until this point only the design was finalized.
* Discussion of adding the tables to the design, we had settled on four tables, employee, bookings, service, and user.
* Discussion of how to keep track of our actual progress of a sprint, we had settled on using a sprint log in google docs, where each member for each week says what tasks they have been assigned, what tasks were completed and what tasks weren’t, and when are going to be completed.
* Color changes on the website design, it was very ‘luminous’
* Pitching the first website design to the team – this consists of the login screen, and a navbar to separate pages to the user.
* Schedule changes - adjust times for when we can meet up in the future.
* Talk of temporarily hosting the website on a free website domain till CEMS finalizes issues with raptor filestore.
* Lia has now left our group from this meeting onwards, allocation of her tasks to be split amongst the group in the next meeting.

Meeting 7:

Date: Friday 5th November 2021

Location: Microsoft Teams:

Time: 12:00 – 13:00

Members present: Tope, Saahil, Sam

* Starting of the corpus of materials by Tope; needs a little assistance, assigned Saahil to help
* The takeover of the meeting minutes from Lia by Esther – no progress for it this week, awaiting Lia to send through to Esther
* Database tables implementation on temporary database domain
* Changing of the logo (Sam), discussed with the group, colors seemed a bit sporadic, so we went with a 2 color scheme for the logo (blue and white)
* Progress on raptor access, database is ready but require VPN access as I’m based off-campus
* How we handle sensitive user information, preventing hackers from using tools to reverse lookup passwords, we came up with the idea of encryption by hashing, this is part of our data validation.
* Saahil presented the database tables – thinking of adding a 5th table called department, but we decided against this.
* Temporary website URL sent to team members, highlighted key issues not working currently (navbar doesn’t work, registration form not aligned properly, database cant detect duplicates, etc)
* Discussion of pair programming, as others need to code for website, Esther-Sam, Saahil-Tope

Meeting 8:

Date: Tuesday 9th November 2021

Location: Microsoft Teams

Time: 11:00 – 11:45

Members present: Tope Saahil Sam

* Update on CEMS/raptor – The group can now access the filespace on raptor and begin deploying the database tables.
* Begin setting up PuTTY to communicate with the database, Saahil currently having issues due to using a macOS machine.
* Sam – Discussing features that are now implemented into the website which is now hosted on raptor
* Tope – Talking about the approach needed for testing said features, we suggested using a word document for this, updated weekly. Tope had started work on the first version shortly after the meeting, producing results of the website that worked as intended, didn’t work, or partially worked.
* Esther – apologized for not being present at our previous few meetings, stating that she had been busy at work, we assigned her the task of creating an ‘about us’ page, detailing who the company is, what they provide, etc. The group agreed on this task.

Meeting 9:

Date: Friday 12th November 2021

Location: Microsoft Teams

Time: 13:00 – 14:00

Members present: Tope, Sam, Saahil

Members not present: Esther – had communicated with us that she could not make the meeting so we relayed notes back to her after the meeting had been concluded.

* Saahil & Tope – were not quite happy with their progress on their conceptual data model and website testing, which allowed them to continue with this through the next sprint; Tope had a car accident hence the progress was slower than usual.
* Esther – To start the about us page ready within the next 1-2 weeks, we had clarified beforehand to make sure she knew what the task entailed, she understood.

Meeting 10:

Date: Tuesday 16th November 2021

Location: Microsoft Teams

Time: 11:00-12:00

Members Present – Tope, Saahil, Sam

Member not present – Esther – Nobody has heard from Esther in approximately the last week, we had tried to communicate with her via Teams and our Whatsapp group but to no avail.

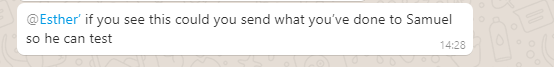
* Progress on the About us webpage – Not heard from Esther so we could not achieve this. Multiple pings sent to Esther to request current progress on the ‘About us’ Page sent to Sam, no response

Graphical user interface, text, application, chat or text message

Description automatically generated

Graphical user interface, text, application, chat or text message

Description automatically generated



* About us, webpage testing task – assigned to sam.
* More progress was made on the implementation of the database with Tope and Saahil, Saahil ran into a problem (still the same issue of connecting to the database) but Tope is now well again so more progress has been made.
* Sam – check over the MySQL tables that Saahil had created and put into a word file on raptor – there were errors with some of the keys (multiple primary keys in the same table) we each discussed an appropriate approach to solve this, and ended up settling on creating a composite key instead.

Meeting 11:

Date: Tuesday 19th November 2021

Location: Microsoft Teams

Time: 14:00 – 14:45

Members Present – Tope, Saahil, Sam

Member not present – Esther – Still not present to meetings, however, I did receive an email from Esther on the 17th November stating that she had lost her phone, there was also a situation with her laptop that she sent in a separate email on 18th November, she informed me that the About us page was almost complete and that she would show me the code later on that day (she did not). She was also getting a sim for her old phone so she could catch up on the WhatsApp group messages on 18th November.

* Database finalized, Implementing the amended tables into putty, did they work? If not, why?
* Implementing a master login (which can do things regular users cant) and why it’s a good idea/not a good idea
* How we could make the website less plain? background colors added.
* Testing of navbars, master login features, etc
* Adding services users can pick – moved into our next sprint as it doesn’t currently work
* Testing of signup and login processes, as the tables are now linked to the website.