Each team should be writing a brief description summarizing the weekly meeting(s). All groups should hold at least one meeting per week. If only one meeting is held during the week, participation by all team members is expected. Members not able to attend the team meeting should provide current project assigned work status and requisite data prior to the team meeting. The team meeting minutes submitted will be part of the team grade.

Feel free to meet as often as needed, but only one “Weekly Minutes” submission needs to be accomplished per week. Please submit via Blackboard in a **Word** document file.

The format for team minutes:

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Team Name : **Team Lotus**

Date of Submission : **03/14/2021**

Meeting Date & Time : **03/12/2021, 7:00 p.m.**

Meeting Location : **Online via Discord**

Meeting Duration : **2 hrs**

|  |  |  |
| --- | --- | --- |
| Team Members | X = Present | Notes |
| Sailesh Rajanala | X | - |
| Priyanka Limbu | X | - |
| Shiva Karki | X | - |
| Subash Acharya | X | - |

Progress:

Team accomplishments for the week: A short narrative, typically 1-2 paragraphs, should include decisions made by the team as a result of the team discussions, and how the team arrived at the decision.

**Team accomplishments for the week :**

* We refined the UI details for the web form using CSS3 and JavaScript.
* We simplified JavaScript functions and increased their cohesion.
* We had our team meeting on Friday where we finished the weekly minutes.

**Decisions :**

* We decided to start working on the Team Peer Review Package next week.
* We decided to contact the Media Resource Center and remind them about providing access to the University’s web server or domain where we can deploy the prototype of our project.
* We decided to meet with Professor Cindi next week to showcase our work so far related to the new Web Form.

Individual contributions: A brief narrative (1-3 sentences) made by **each team member** summarizing their respective activity for the past week.

**Sailesh Rajanala**

* Created new keyframes (animations) using CSS 3 for the web form.
* Created new JavaScript Modules for input detection/sanitization/correction.
* Fixes some bugs related to UI such as blur leaking, color leaking, non-responsive height, and untriggered animations for events.
* Did research about UI elements and User Experience, came up with an efficient solution regarding scheduling animations with respective time to make them smoother and improve performance of the webpage.
* Contributed research results involving best practices of coding animations to maximize performance and minimize server overhead like using translate() instead of the margin and padding properties and using scale() instead of the width and height to animate HTML elements.
* Started coding and programmed the functionality of displaying an input text field (beta) when the user selects the ‘other’ option in a list of options.

**Priyanka Limbu**

* Participated in discussions for the team review preparations.
* Completed weekly minutes together with the teammates.
* Worked together to complete HTML and CSS aspects.
* Did some research on the Database.

**Shiva Karki**

* Did research on php filters and sanitization.
* Helped teammates to do Weekly minutes.
* Helped my teammates to write HTML and CSS codes for the new fields and did error checking.

**Subash Acharya**

* Helped finish the coding of HTML for the new form.
* Worked together to create new css animations.

NOTES:

1) A team member present at the meeting but failing to provide an updated individual journal risks a ZERO for the individual component of the Weekly Team Minutes

2) A team member missing the meeting, with prior notice but without providing data to the team in advance of the team meeting risks a ZERO for the individual component of the Weekly Team Minutes

3) A team member missing the meeting without prior notice to the team AND failing to provide their updated electronic file risks a ZERO for both individual component and the team component of the Weekly Team Minutes

4) A team member missing more than two weekly team meetings and having no significant contact with the team risks a ZERO for individual components, a ZERO for the team component, and a ZERO for any assignments completed by the team while absent.

Project Tracking (current work): Assignments and activities are to be tracked until completed.

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Assignment | Due Date | % Complete |
| Shiva Karki | My main job is to keep our group on track, bring the resource materials in the meetings and help my teammates understand the common objective for the week.  Did pair programming on the qualtrics survey form provided by ISME team members.  Started doing research on PHP filters and Sanitization. | 03/14/2021 | 100% |
| Sailesh Rajanala | Refine animations and UI elements for better performance and faster rendering of the web form.  Add new Javascript functions to the web form for input manipulation.  Start working on the dynamic functionality of the web form (displaying and hiding elements basing on the user’s input) | 03/14/2021 | 100% |
| Subash Acharya | Finished writing html code  Work on Css animations | 03/14/2021 | 100% |
| Priyanka Limbu | Participated in the discussion with the teammates for the team review.  Did weekly minutes together.  Did some research on the database. | 03/14/2021 | 100% |

Undefined Plan (future work):

A brief description of the tasks and activities the team needs to accomplish work over the coming weeks. As team members pick up assignments, move from this table to the tracking table. Consider future work a running task-list with an expected due date for completion.

|  |  |
| --- | --- |
| Assignment | Due Date |
| Showcase the recreated web form to Professor Cindi and obtain feedback. | 03/21/2021 |
| Add expected functionality of the form using JavaScript.  (showing respective fields as per user’s input) | 03/21/2021 |
| Plan and Design the structure of the new Database. | 03/21/2021 |
| Contact the Media Resources Center (again) to remind them about providing us access to the university’s web server for prototype deployment. | 03/21/2021 |
|  |  |
|  |  |
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|  |  |

Issues:

Include a brief description of issues the team has encountered, and potential resolutions for the issues. If the team would like staff to help with the issues, this is the appropriate place to request assistance.

**Issues :**

Include the schedule for the next meeting:

Meeting Date & Time : **03/19/2021 at 7 p.m.**

Meeting Location : **Online via Discord.**