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 : 11/22/2020

Meeting Date & Time : 11/20/2020, 6pm

Meeting Location : Online via Zoom

Meeting Duration : 2 hrs

|  |  |  |
| --- | --- | --- |
| Team Members | X = Present | Notes |
| Sailesh Rajanala | X | - |
| Priyanka Limbu | X | - |
| Shiva Karki | X | - |
| Subash Acharya | X | - |
| Waryam Mazhar | 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 finished optimizing and testing our prototype on different browsers to ensure cross-browser compatibility.
* We did also update our prototype slides with detailed information about our test results and prototype compatibility.

**Decisions :**

* We decided to start working on the project video.
* We decided to start working on making the prototype mobile responsive (CSS).

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

**Sailesh Rajanala**

* Assisted team members in updating prototype presentation slides with detailed information about the prototype compatibility and testing of specific browser versions.
* Helped the team in performing the cross browser testing of our prototype.
* Assisted the team in optimizing the prototype to promote cross-browser compatibility.

**Priyanka Limbu**

* Helped team to update presentation slides.
* Helped in the UI/UX aspect by selecting web safe fonts for the webform.
* Helped to do Cross Browser Compatibility testing.

**Shiva Karki**

* Helped my team members in the backend part to do test cases for the web form .
* Helped my team members to update the presentation slides.
* Started doing research on mobile responsiveness and how to tackle the issues with that.

**Subash Acharya**

* Worked on the presentation file to be submitted.
* Created a few changes on the website.

**Waryam Mazhar**

* Reviewed meeting notes and gained feedback from team members on project prototype and our progress.
* Helped the team in testing the latest database prototype.
* Assessed current progress to define future goals and plans.
* Started research on potential website design tools and web hosting platforms.
* Created user stories to help develop multiple test cases for the online database web-forms.

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 | Bring everyone together,keep the group on track and make available any resource if needed and help teammates to understand our common objectives.  Started working on Mobile responsiveness and browser’s compatibility and how to tackle issues when arises with compatibility.  Helped my team members to update initial prototype by doing browsers testing. | 11/21/2020 | 100% |
| Sailesh Rajanala | Update prototype presentation slides with testing and prototype compatibility information.  Prepare a schedule or a work plan for next week to make the prototype mobile responsive. | 11/22/2020 | 100% |
| Subash Acharya | PHP sanitization and validation  Mobile responsiveness of website | 11/22/2020 | 100%  30% |
| Priyanka Limbu | Help the team develop the frontend(webform) for the initial prototype.  Selected web safe fonts for the webform.  Helped to do Cross Browser Compatibility testing. | 11/20/2020 | 100% |
| Waryam Mazhar | Researched on technologies like MySQL and Maria DB and web-hosting platforms.  Made sure information on deploying prototypes is up-to-date.  Came up with individual user stories to help target and create multiple test cases to help testing the database.  Tested website on various chrome versions including chrome (87.0.4280.60), chrome 87 (87.0.4280.66), and chrome beta 88 (88.0.4324.9). | 11/20/2020 | 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 |
| Meet Professor Cindi to discuss Email Validation. | 12/02/2020 |
| Make the webform responsive (smaller screen support). | 11/22/2020 |
| Complete the backend portion of the prototype. (Today view) | 11/22/2020 |
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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 : 11/20/2020 at 6pm

Meeting Location : Online via Zoom.