Meeting Agenda

Purpose of Meeting

Let's go through our agenda items for the day

Date: 30 September

Location: online meeting (zoom)

Attendees: MANAL - RAGHAD
SHAHAD - EMAN

Priorities This Week

Search for similar models and Software
Start writing requirements specification

Agenda

- Getting to know the project group members
- Determine the goal and purpose of the project
- Brainstorming and discussion by members and defining an idea for the project
- Discuss what distinguishes the project idea
- Determine important dates and times to submit the required tasks

Minutes:

Final approval of (Employee Attendance Tracker) project idea and the establishment of a schedule of tasks.

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Meeting Agenda

Purpose of Meeting

Let's go through our agenda items for the day

Date: 8 October

Location: online meeting (zoom)

Attendees: Manal,Raghad ,Shahad ,Eman

Priorities This Week

Stat write the SRS document
Assigning roles and tasks to project members

Agenda

- Review the results and what was agreed upon in the previous meeting.
- Identify and collect system requirements.
- Discussion of SRS documentation parts.
- Distributing SRS documentation parts written.

Minutes:

Determine what are the requirements of our system and its parts for each item of the SRS and give responsibility to each member of the group to complete part of the SRS document of our system.

Notes

Meeting Agenda

Purpose of Meeting

Let's go through our agenda items for the day

Priorities This Week

Complete the preparation of SRS document

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Agenda

- Discuss the different parts of our system and check weather they are meet what written in each part of SRS document .
- Correcting some sub parts in the SRS document and clarifying some ambiguous parts of our system.
- Arranging the formatting of the final SRS document and verifying all parts.
- Discuss different Ethics that should be followed in software development.

Contributions per members:

Task assignments were determined according to the requirements specified in the SRS document:

Manal: Software Engineering Ethics and Responsibility, System Overview.

Raghad: Software Engineering Ethics and Responsibility, Functional requirements, External interface requirements.

Eman: Introduction, External interface requirements.

Shahad: Non-functional Requirements.

Minutes:

The attendees actively worked together to identify and correct any subparts within the SRS document that required revision or adjustment. The meeting focused on arranging the formatting of the final SRS document to enhance its readability and coherence. The attendees collectively reviewed and verified all parts of the SRS document, ensuring that it accurately represented the requirements and specifications of the system. At the end we did the approval of the final writing of the SRS document for the Employees Attendance Tracker System and ensure it will be delivered on the required date.

Meeting Agenda

Purpose of Meeting

Let's go through our agenda items for the day

Priorities This Week

Start writing the SDD document.
Assigning roles and tasks to project's member.

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Agenda

- Provide overview about the SDD and its objectives.
- Discuss the different parts and the requirements of SDD document. -Distributing the SDD parts to the group members and clarifying the ambiguous points.
- Determine the tool to help build different UML models for the Employee Attendance Tracer System.

Contributions per members:
Task assignments were determined according to the requirements specified in the SDD document:
Manal: Section 5 Design Details.
Raghad: System architecture and component design, Human interface design.Section 6&3
Eman: Introduction, System overview, Data flow diagram .Section 1&2
Shahad: Design rationale, Section 4 Data design .

Minutes:

The meeting focused on discussing the various parts of the SDD document, including but not limited to system architecture, data flow, module descriptions, and user interface design.
Also the attendees gained a clear understanding of the purpose of the SDD, which is to outline the design aspects of the Employee Attendance Tracer System. The different parts of the SDD were distributed among the group members. The attendees discussed and evaluated various tools available for building UML models that would be used to represent the design aspects of the Employee Attendance Tracer System.
After considering the features, compatibility, and ease of use, a decision was made to utilize [Lucidchart and draw.io] for creating the UML models. At the end we specified the dates by which the various parts must be delivered.

Meeting Agenda

Purpose of Meeting

Let's go through our agenda items for the day

Priorities This Week

Working on the final version of SDD document for Employee Attendance Tracer System.

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Agenda

- Review and follow up on what was discussed in the previous meeting.
- Review what members have accomplished in the SDD document and make corrections and amendments.
- Arranging the formatting of the final document and verifying all parts.

Contributions per members:
Task assignments were determined according to the requirements specified in the SDD document:
Manal: Section 5 Design Details.
Raghad: System architecture and component design, Human interface design.Section 6&3
Eman: Introduction, System overview, Data flow diagram .Section 1&2
Shahad: Design rationale, Section 4 Data design .

Minutes:

- After the thorough review and revision process, the attendees collectively worked on creating the final version of the SDD document. The final version reflected the agreed-upon changes and improvements made during the meeting. The attendees ensured that the document effectively captured the design aspects of the Employee Attendance Tracer System.