

# Meeting Minutes

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## Meeting 1 – 12/02/24

### Minutes for Meeting for Enterprise Pro CW – 12/02/2024

#### **Attendees:**

1. Javairia Shahid – 22031400
2. Imara Ali – 22006776
3. Sania Bibi – 17003493
4. Amal Abeso Ela – 20010596
5. Oluwadamilare Falade – 21045121
6. Shafeeq Shuaib – 22036203

#### **Absent:**

1. N/A

#### **Agenda:**

For everyone to meet each other now that the teams and project had been decided. To also discuss project specification and collectively come up with questions to ask the client in the meeting on 16/02/2023.

#### **Progress per team member**

**Javairia Shahid** – Contributed to the ‘client requirements – questions’ document and added important questions which cleared the given requirements from the client.

**Imara Ali** – Contributed to the ‘client requirements – questions’ document and added important questions which cleared the given requirements from the client.

**Sania Bibi** – Contributed to the ‘client requirements – questions’ document and added important questions which cleared the given requirements from the client.

**Amal Abeso Ela** – Contributed to the ‘client requirements – questions’ document and added important questions which cleared the given requirements from the client.

**Oluwadamilare Falade** – Contributed to the ‘client requirements – questions’ document and added important questions which cleared the given requirements from the client.

**Shafeeq Shuaib** – Contributed to the ‘client requirements – questions’ document and added important questions which cleared the given requirements from the client.

### ***Critical Evaluation of team progress***

Everyone contributed to the ‘client requirements- questions’ document which allowed for a good variety of questions which would help clarify the specification given for the project in the meeting. This is good progress for the team as we were collectively able to come up with questions which would help the documentation as well as the technical aspect of the coursework, allowing for each of us to complete the tasks assigned to the highest standards.

### ***Individual Task Allocation***

No specific task allocated yet as the client interview meeting is yet to go ahead, however following the meeting we will be allocating individual tasks.

### ***Minutes overview:***

- Meeting: 40 minutes @2:05pm – 2:45pm
- 2:05m – 2:40pm: The agenda had been communicated via teams prior to the meeting therefore we came prepared with some questions each. We further discussed these as a group and had come up with 2 pages of questions. We narrowed these down into two categories “optional” and “essential”.
- 2:40pm – 2:45pm: Discussed other key points to ask the sponsor that were unsure in the project specification and talked over the project in order for everyone to get a better understanding of the project.

## Meeting 2 – 16/02/24

### **Minutes for Meeting for Enterprise Pro CW – 16/02/2024**

#### ***Attendees:***

1. Javairia Shahid – 22031400
2. Imara Ali – 22006776
3. Sania Bibi – 17003493
4. Amal Abeso Ela – 20010596
5. Oluwadamilare Falade – 21045121
6. Shafeeq Shuaib – 22036203

#### ***Absent:***

1. N/A

#### ***Agenda:***

Attend the client interview and go through the 'Client interview – questions' document to gain a better understanding of the requirements. *A video recording of the meeting is available upon request.*

### ***Progress per team member***

**Javairia Shahid** – Engaged in the meeting very well, addressing important questions as well as following on other questions which helped filter out important requirements and priorities in the project meeting and making notes of the answers.

**Imara Ali** – Engaged in the meeting very well, addressing important questions as well as following on other questions which helped filter out important requirements and priorities in the project meeting.

**Sania Bibi** – Engaged in the meeting very well, addressing important questions as well as following on other questions which helped filter out important requirements and priorities in the project meeting.

**Amal Abeso Ela** – Engaged in the meeting very well, addressing important questions as well as following on other questions which helped filter out important requirements and priorities in the project meeting.

**Oluwadamilare Falade** – Engaged in the meeting very well, addressing important questions as well as following on other questions which helped filter out important requirements and priorities in the project meeting and making notes of the answers.

**Shafeeq Shuaib** – Engaged in the meeting very well, addressing important questions as well as following on other questions which helped filter out important requirements and priorities in the project meeting and making notes of the answers.

### ***Critical Evaluation of team progress***

The meeting was successful as we had answered the questions, both essential and optional, within the meeting, as well as talk about the project with examples of required features in order to gain a better understanding of the overall outcome needed.

### ***Individual Task Allocation***

No specific task allocated yet as the client interview meeting allowed us to obtain the requirements however the following the meeting we will be allocating individual tasks.

### ***Minutes overview:***

- Meeting: 25 minutes @12:00pm – 12:25pm
- 12:00pm – 12:05pm: Everyone introduced themselves within the meeting, as well as engaging with the client.
- 12:05pm – 12:25pm: Answered the questions from the 'client interview – questions' document, recording the answers to the questions within the sheet. This was useful as it allows to go back and refer to the answers when completing the code or the documentation, ensuring we stay with the task.

## Meeting 3 – 19/02/24

### Minutes for Meeting for Enterprise Pro CW – 19/02/2024

#### **Attendees:**

1. Javairia Shahid – 22031400
2. Imara Ali – 22006776
3. Sania Bibi – 17003493
4. Amal Abeso Ela – 20010596
5. Oluwadamilare Falade – 21045121
6. Shafeeq Shuaib – 22036203

#### **Absent:**

1. N/A

#### **Agenda:**

Assigning individual tasks following the client interview meeting.

#### **Progress per team member**

**Javairia Shahid** – Not Applicable

**Imara Ali** – Not Applicable

**Sania Bibi** – Not Applicable

**Amal Abeso Ela** – Not Applicable

**Oluwadamilare Falade** – Not Applicable

**Shafeeq Shuaib** – Not Applicable

#### **Critical Evaluation of team progress**

This meeting allowed for the group to split the task between us, allowing for us to work in smaller groups/individuals to complete tasks outlined in the 'requirement specifications'.

#### **Individual Task Allocation**

**Javairia Shahid** – Write up the meeting minutes from previous meetings and work on the 1.1 of the 'requirements specification'. Plan the next meeting and update the Gantt chart.

**Imara Ali** – Start coding the project, initially start on the login and sign-up page for the project (following the brief set by the client).

**Sania Bibi** – Start coding the project, initially working on the database with the outlined aspects from the client (refer to the 'client requirements – questions' document)

**Amal Abeso Ela** – Complete the LSEPI risks for the project – following the client interview, the risk aspect for each requirement is very high so all the possible risks need to be outlined and detailed.

**Oluwadamilare Falade** – Initially working on the code, will complete the use case diagram(s) in coordination with other member so it is completed in accordance with the code.

**Shafeeq Shuaib** – Complete the LSEPI risks for the project – following the client interview, the risk aspect for each requirement is very high so all the possible risks need to be outlined and detailed.

**Minutes overview:**

- Meeting: 40 minutes @2:05pm – 2:45pm
- 2:05m – 2:40pm: The agenda had been communicated via teams prior to the meeting so we were able to communicate with each and split the tasks into smaller tasks in order to complete them in accordance with the outlined schedule.
- 2:40pm – 2:45pm: Cleared any questions that members had about the assigned task and decided the next meeting date/time.

**Meeting 4 – 23/02/24****Minutes for Meeting for Enterprise Pro CW – 23/02/2024****Attendees:**

1. Javairia Shahid – 22031400
2. Imara Ali – 22006776
3. Sania Bibi – 17003493
4. Amal Abeso Ela – 20010596
5. Oluwadamilare Falade – 21045121
6. Shafeeq Shuaib – 22036203

**Absent:**

1. N/A

**Agenda:**

Catch up regarding the assigned tasks and if everyone feels comfortable and confident, ensuring the project brief points are all getting completed.

**Progress per team member**

**Javairia Shahid** – Completed the Gantt chart and wrote up previous meeting minutes. Started on the introduction 1.1, need add some more details.

**Imara Ali** – Completing the sign up and login page, need to make small adjustments in accordance with the project brief.

**Sania Bibi** – Database is functioning overall, adding the extra requirements outlined by the client – e.g. tasks only being deleted by an admin, not any staff.

**Amal Abeso Ela** – The risks have been completed overall, adding more details to ensure every aspect has been covered. Started on the introduction 1.1, need add some more details.

**Oluwadamilare Falade** – Working in accordance with Imara/Sania to complete the use case diagram and added to the requirements specification document.

**Shafeeq Shuaib** – The risks have been completed overall, adding more details to ensure every aspect has been covered.

**Critical Evaluation of team progress**

This meeting allowed for the group to split the task between us, allowing for us to work in smaller groups/individuals to complete tasks outlined in the 'requirement specifications.

### ***Individual Task Allocation***

**Javairia Shahid** – Not Applicable – working on tasks from previous meeting

**Imara Ali** – Not Applicable – working on tasks from previous meeting

**Sania Bibi** – Not Applicable – working on tasks from previous meeting

**Amal Abeso Ela** – Not Applicable – working on tasks from previous meeting

**Oluwadamilare Falade** – Not Applicable – working on tasks from previous meeting

**Shafeeq Shuaib** – Not Applicable – working on tasks from previous meeting

### ***Minutes overview:***

- Meeting: 20 minutes @3:00pm – 3:20pm
- 3:00pm – 3:15pm: Everyone took in turns to feedback to the group and the progress they had made, allowing for everyone to keep on track and assist where needed.
- 3:15pm – 3:20pm: Cleared any questions that members had about the tasks and decide the next meeting date/time.

## Meeting 5 – 26/02/24

### **Minutes for Meeting for Enterprise Pro CW – 26/02/2024**

#### ***Attendees:***

1. Javairia Shahid – 22031400
2. Imara Ali – 22006776
3. Sania Bibi – 17003493
4. Amal Abeso Ela – 20010596
5. Oluwadamilare Falade – 21045121
6. Shafeeq Shuaib – 22036203

#### ***Absent:***

1. N/A

#### ***Agenda:***

Go through the assigned tasks and complete/ adjust the Gantt chart in accordance with everyone's feedback.

#### ***Progress per team member***

**Javairia Shahid** – Completed the Gantt chart and wrote up previous meeting minutes.

Completed the introduction 1.1 (except the peer review, this has been left for towards the end of the project).

**Imara Ali** – Completed the sign up and login page with all the adjustments from the client requirements specification.

**Sania Bibi** – Database is functioning well with the added extra requirements outlined by the client – e.g. tasks only being deleted by an admin, not any staff.

**Amal Abeso Ela** – The risks have been completed with a good level of detail within each sub-section. Completed the introduction 1.1 (except the peer review, this has been left for towards the end of the project).

**Oluwadamilare Falade** – Worked in accordance with Imara/Sania to complete the use case diagram and added to the requirements specification document.

**Shafeeq Shuaib** – The risks have been completed with a good level of detail within each sub-section.

### ***Critical Evaluation of team progress***

This meeting ensured everyone knew what had been completed so far as well as what is required in terms of the client requirements. This meeting was very important as in regard to the deadline showed how we have under 3 weeks till the deadline, which means that a strict timeframe has to be applied in regard to completing all the tasks.

### ***Individual Task Allocation***

**Javairia Shahid** – Update the previous meeting minutes, as well as amend the Gantt Chart with the updates from today's meeting. Start working on 1.5 (Coherent description of interfaces design in correlation with functions)

**Imara Ali** – Work on connecting the database and the sign up and login pages. Make sure data submitted is stored in the appropriate form with the given guidance, and tasks can be changed – date due, assigning task to a staff member etc.

**Sania Bibi** – Work on connecting the database and the sign up and login pages. Make sure data submitted is stored in the appropriate form with the given guidance, and tasks can be changed – date due, assigning task to a staff member etc.

**Amal Abeso Ela** – Functional requirements: fully describe and explain all the functional requirements in the code and specify each individual point. Support with the coding of the project search bar.

**Oluwadamilare Falade** – Create the entity-relationship diagram and start the state diagram. Start working on 1.5 (Coherent description of interfaces design in correlation with functions). This has been a task we've been working on in the background. Support with the coding of the project (design/CSS).

**Shafeeq Shuaib** – Non-functional requirements: fully describe and explain all the non-functional requirements in the code and specify each individual point. Support with the coding of the project (design/CSS).

### ***Minutes overview:***

- Meeting: 30 minutes @3:00pm – 3:30pm
- 3:00pm – 3:25pm: Assigned the new tasks and checked the requirements to give an in-depth explanation of the new tasks going through the group in turns.
- 3:25pm – 3:30pm: Cleared questions that members had about the newly assigned tasks and decide the next meeting date/time.

Meeting 6 – 04/03/24

### **Minutes for Meeting for Enterprise Pro CW – 04/03/2024**

#### ***Attendees:***

1. Javairia Shahid – 22031400
2. Imara Ali – 22006776
3. Sania Bibi – 17003493
4. Amal Abeso Ela – 20010596
5. Oluwadamilare Falade – 21045121  
Shafeeq Shuaib – 22036203

**Absent:**

1. N/A

**Agenda:**

Go through the assigned tasks from the previous meeting (26/02/24) and make sure everything has been completed and is up to date. Assign the new tasks in preparation for handing in the first coursework.

**Progress per team member**

**Javairia Shahid** – Completed the Gantt chart and wrote up previous meeting minutes. Completed the introduction 1.5 (Coherent description of interfaces design in correlation with functions).

**Imara Ali** – Connected the database and the sign up and login pages; the data submitted is stored in the appropriate form with the given guidance, and tasks have been updated with the specified changes from the previous meeting.

**Sania Bibi** – Connected the database and the sign up and login pages; the data submitted is stored in the appropriate form with the given guidance, and tasks have been updated with the specified changes from the previous meeting.

**Amal Abeso Ela** – Completed the functional requirements: fully describe and explain all the functional requirements in the code and specify each individual point.

**Oluwadamilare Falade** – Created the entity-relationship diagram and working on the state diagram as the code is being updated alongside. Start working on 1.5 (Coherent description of interfaces design in correlation with functions)

**Shafeeq Shuaib** – Completed the non-functional requirements: fully describe and explain all the non-functional requirements in the code and specify each individual point. Support with the coding of the project (design/CSS).

**Critical Evaluation of team progress**

The final version of the project document is coming together as the different aspects of the project are being completed. The next important steps are to complete the code, and finish the remaining documentation linked to the code. For this, everyone will be participating with the coding in the scheduled lab hours, allowing for the documentation to be completed in our personal time (when allocating individual tasks).

Throughout the time from the previous meeting until now, we have communicated via WhatsApp to ensure that all the tasks are being completed. This is subject to certain member of the team being unavailable at the time due to personal circumstances, such as work, which allows for other members of the team to help and clarify certain points/tasks. This has been



very effective for the group as it means that we don't have to wait till the next meeting to clear any misconceptions.

### ***Individual Task Allocation***

**Javairia Shahid** – Update the previous meeting minutes, as well as amend the Gantt Chart with the updates from today's meeting. Write up reasoning for choice of project and add questions and answers from 'client requirements - questions' in the final document. Support with the coding of the project.

**Imara Ali** – Start the 1.4 Coherent description of the data - data description. Start the code for the task bar/search bar with Amal.

**Sania Bibi** – Start brushing up the code and making sure it all connects with what the other members have completed. Compile everyone's sections for the client requirements document.

**Amal Abeso Ela** – Functional requirements: fully describe and explain all the functional requirements in the code and specify each individual point. Support with the coding of the project.

**Oluwadamilare Falade** – For the work done, add explanations in paragraphs, explaining the showcased diagram. Support with the coding of the project (design/CSS).

**Shafeeq Shuaib** – Non-functional requirements: fully describe and explain all the non-functional requirements in the code and specify each individual point. Support with the coding of the project (design/CSS).

### ***Minutes overview:***

- Meeting: 30 minutes @3:00pm – 3:30pm
- 3:00pm – 3:25pm: Assigned the new tasks and started to put the final document version together. This helped us to see what we needed and what we were missing.
- 3:25pm – 3:30pm: Cleared questions that members had about the newly assigned tasks and decide the next meeting date/time.

## [Meeting 7 – 08/03/24](#)

### **Minutes for Meeting for Enterprise Pro CW – 08/03/2024**

#### ***Attendees:***

1. Javairia Shahid – 22031400
2. Imara Ali – 22006776
3. Sania Bibi – 17003493
4. Amal Abeso Ela – 20010596
5. Oluwadamilare Falade – 21045121
6. Shafeeq Shuaib – 22036203

#### ***Absent:***

1. N/A

#### ***Agenda:***

Go through examples of the sample coursework's on canvas and show the team the paragraphs that each team member submitted a paragraph for their individual strengths/contributions and that is required from us in our final submission.

### ***Progress per team member***

**Javairia Shahid** – Completing assigned tasks.

**Imara Ali** – Completing assigned tasks.

**Sania Bibi** – Completing assigned tasks.

**Amal Abeso Ela** – Completing assigned tasks.

**Oluwadamilare Falade** – Completing assigned tasks.

**Shafeeq Shuaib** – Completing assigned tasks.

### ***Critical Evaluation of team progress***

The final version of the project document is coming together as the different aspects of the project are being completed. Whilst compiling the final version of coursework 1, we realised we needed an individual paragraph from each team member outlining their specialities and strong points within the project and coding overall.

### ***Individual Task Allocation***

**Javairia Shahid** – Write a description for yourself describing the strengths and qualities you bring to the group.

**Imara Ali** – Write a description for yourself describing the strengths and qualities you bring to the group.

**Sania Bibi** – Write a description for yourself describing the strengths and qualities you bring to the group.

**Amal Abeso Ela** – Write a description for yourself describing the strengths and qualities you bring to the group.

**Oluwadamilare Falade** – Write a description for yourself describing the strengths and qualities you bring to the group.

**Shafeeq Shuaib** – Write a description for yourself describing the strengths and qualities you bring to the group.

### ***Minutes overview:***

- Meeting: 15 minutes @4:30pm – 4:45pm
- 4:30pm – 4:40pm: Assigned the new task and started to put the final document version together. Assigning the task today allows for everyone to complete it for next week in time for the meeting.
- 4:40pm – 4:45pm: Cleared questions that members had about the newly assigned tasks and decide the next meeting date/time.

Meeting 8 – 11/03/24

**Minutes for Meeting for Enterprise Pro CW – 11/03/2024**

**Attendees:**

1. Javairia Shahid – 22031400
2. Imara Ali – 22006776
3. Sania Bibi – 17003493
4. Amal Abeso Ela – 20010596
5. Oluwadamilare Falade – 21045121
6. Shafeeq Shuaib – 22036203

**Absent:**

1. N/A

**Agenda:**

Ensure everyone has completed their sections, brushing up final changes and compiling everything together.

**Progress per team member**

**Javairia Shahid** – Completed the Gantt chart and wrote up previous meeting minutes.

**Imara Ali** – Finalised some small features e.g., adding some updates to tasks. Brushing up code made by other users and making sure it connects.

**Sania Bibi** – Brushing up code made by other users and making sure it connects. Edited and finalised requirements document. Making sure everyone's work is committed to GitHub.

**Amal Abeso Ela** – Edited and finalised requirements document. Ensuring all tasks from previous weeks have been completed and ready for submission.

**Oluwadamilare Falade** – Ensuring all tasks from previous weeks have been completed and ready for submission.

**Shafeeq Shuaib** – Ensuring all tasks from previous weeks have been completed and ready for submission.

**Critical Evaluation of team progress**

Everyone is submitting their final works to be included in the final document. The individual 'team member' paragraph from each member of the team is yet to be added. The speaker of the group (Sania Bibi) sent a message in the WhatsApp group in order to remind everyone to write their individual paragraph in preparation for tomorrow's scheduled lab session.

The team has followed the Gantt chart very well, with members of the team helping each other in different ways – e.g. via WhatsApp, speaking to each other, asking for advice when completing an assigned task which has allowed for the project to run very well.

**Individual Task Allocation**

**Javairia Shahid** – Ensure all meeting minutes and Gantt chart has information. No specific task assigned, completing final requirements of the project – code and documentation.

**Imara Ali** – No specific task assigned, completing final requirements of the project – code and documentation.

**Sania Bibi** – No specific task assigned, completing final requirements of the project – code and documentation.

**Amal Abeso Ela** – No specific task assigned, completing final requirements of the project – code and documentation.

**Oluwadamilare Falade** – No specific task assigned, completing final requirements of the project – code and documentation.

**Shafeeq Shuaib** – No specific task assigned, completing final requirements of the project – code and documentation.

***Minutes overview:***

- Meeting: 15 minutes @2:05pm – 2:20pm
- 2:05pm – 2:15pm: Discussed all the previous tasks, checking over them to make sure everything has been included and picked up certain areas which can be completed to a better standard.
- 2:15pm – 2:20pm: Get ready for submission.