Enterprise Pro – Coursework 2 - Meeting Minutes

Contents

[Meeting 1 – 22/03/24 1](#_Toc164641028)

[Meeting 2 – 29/03/24 3](#_Toc164641029)

[Meeting 3 – 12/04/24 4](#_Toc164641030)

[Meeting 4 – 19/04/24 5](#_Toc164641031)

[Meeting 5 – 25/04/24 6](#_Toc164641032)

## Meeting 1 – 22/03/24

**Minutes for Meeting for Enterprise Pro CW2 – 22/03/2024**

***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*:**

Present the prototype for coursework 1 to our client. This includes a virtual meeting via teams and showcasing the prototype that we have collectively been working over the past few weeks.

***Progress per team member***

**Javairia Shahid** – Contributed to the outcome of coursework 1 which was presented to our client; this was done to show the requirements of the protype and what was needed going forward – any additional changes, including new things, removal of specific functions.

**Imara Ali** – Contributed to the outcome of coursework 1 which was presented to our client; this was done to show the requirements of the protype and what was needed going forward – any additional changes, including new things, removal of specific functions.

**Sania Bibi** – Contributed to the outcome of coursework 1 which was presented to our client; this was done to show the requirements of the protype and what was needed going forward – any additional changes, including new things, removal of specific functions.

**Amal Abeso Ela** - Contributed to the outcome of coursework 1 which was presented to our client; this was done to show the requirements of the protype and what was needed going forward – any additional changes, including new things, removal of specific functions.

**Oluwadamilare Falade** – Contributed to the outcome of coursework 1 which was presented to our client; this was done to show the requirements of the protype and what was needed going forward – any additional changes, including new things, removal of specific functions.

**Shafeeq Shuaib** – Contributed to the outcome of coursework 1 which was presented to our client; this was done to show the requirements of the protype and what was needed going forward – any additional changes, including new things, removal of specific functions.

***Critical Evaluation of team progress***

Everyone contributed to the prototype which was presented back to the client. The whole group took responsibility for the different requirements which needed to be met allowing for a complete prototype. This allowed for us to present to the client the initial prototype and allow for our group and the client to discuss and collectively evaluate the prototype for further changes/improvements.

***Individual Task Allocation***

No specific task allocated yet as the client meeting for coursework 1 – presenting the prototype, however following the meeting we will be allocating individual tasks.

***Minutes overview:***

* Meeting: 30 minutes @11:00am-11:30am
* 11:00am-11:10am: Introductions and a quick discussion of how we thought the project went, including the requirements and the functions.
* 11:10am-11:25am: Presented the prototype from coursework 1, explain the different functions and evaluating the use of certain functions – how much value it brought to the final prototype. Decided on adding and removing certain functions after viewing the use and practicality.
* 11:25am-11:30am: Asked questions and made notes of the changes which needed to be completed.

## Meeting 2 – 29/03/24

**Minutes for Meeting for Enterprise Pro CW2 – 29/03/2024**

***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*:**

Discussion on how the presentation of the prototype went and outline the tasks that need to be completed from the previous meeting’s outcome.

***Progress per team member***

**Javairia Shahid** – N/A (Presentation of the prototype for coursework 1).

**Imara Ali** – N/A (Presentation of the prototype for coursework 1).

**Sania Bibi** – N/A (Presentation of the prototype for coursework 1).

**Amal Abeso Ela** - N/A (Presentation of the prototype for coursework 1).

**Oluwadamilare Falade** – N/A (Presentation of the prototype for coursework 1).

**Shafeeq Shuaib** – N/A (Presentation of the prototype for coursework 1).

***Critical Evaluation of team progress***

From this meeting, we were able to decide on what changes needed to be made the project prototype and start the testing aspect of the project.

***Individual Task Allocation***

**Javairia Shahid** – Code (Add supervisor and admin pins as JS functions) & Code Inspection

**Shafeeq Shuaib** – Code (Add supervisor and admin pins as JS functions) & Code Inspection

**Imara Ali** – Code (Logged in users should see tasks for them only) & Unit testing.

**Sania Bibi** – Code (Export tasks as a PDF) & Unit testing

**Amal Abeso Ela –** Code (Design/ style the website with CSS & HTML) & Acceptance testing

**Oluwadamilare Falade** – Code (Design website with CSS & HTML) & Acceptance testing

***Minutes overview:***

* Meeting: 20 minutes @3:30pm-3:50pm
* 3:30pm-3:35pm: Evaluation of the how the presentation of the prototype went and the positives and improvements that we can use and focus on for the next meeting.
* 3:35pm-3:50pm: Discussed the next tasks and split them between the group. Outlined a timeframe for each of the tasks in order to be able to complete them in time (aiming for 19/04/24).

## Meeting 3 – 12/04/24

**Minutes for Meeting for Enterprise Pro CW2 – 12/04/2024**

***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*:**

Code and testing of code inspection – ensure everyone was able to understand and start the testing that needed to be done.

***Progress per team member***

**Javairia Shahid** – Started the assigned tasks, working with their partner to work towards completing the testing of the prototype.

**Imara Ali** – Started the assigned tasks, working with their partner to work towards completing the testing of the prototype.

**Sania Bibi** – Started the assigned tasks, working with their partner to work towards completing the testing of the prototype.

**Amal Abeso Ela** - Started the assigned tasks, working with their partner to work towards completing the testing of the prototype.

**Oluwadamilare Falade** – Started the assigned tasks, working with their partner to work towards completing the testing of the prototype.

**Shafeeq Shuaib** – Started the assigned tasks, working with their partner to work towards completing the testing of the prototype.

***Critical Evaluation of team progress***

Testing of the prototype is going as planned as well as the coding of the extra features coming towards its completion. This is allowing for the updated requirement sot be completed, as well as the outline agenda in coursework two (testing) of the of the overall project.

***Individual Task Allocation***

No specific task allocated as tasks are the same as the previous meeting – this meeting occurred in order to ensure everyone is feeling confident with the assigned task and to be able to help each other with tasks if necessary.

***Minutes overview:***

* Meeting: 15 minutes @3:00pm-3:15pm
* 3:00pm-3:05pm: Quick discussion of the progress made with the project so far.
* 3:05pm-3:15pm: Outlined the progress made within the assigned tasks & testing of the prototype and cleared any questions regarding the requirements (referring to meeting notes) and deciding if project will be completed by 19/04/24 as initially decided. Arranged next meeting date.

## Meeting 4 – 19/04/24

**Minutes for Meeting for Enterprise Pro CW2 – 19/04/2024**

***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*:**

Check all tasks that had initially been set have been complete and start to assemble the final document to submit the project.

***Progress per team member***

**Javairia Shahid** – Completed the code inspection, working alongside Shafeeq to do this.

**Imara Ali** – Completed the code, working alongside Sania to do this.

**Sania Bibi** – Completed the code, working alongside Imara to do this.

**Amal Abeso Ela** - Completed the acceptance testing, working alongside Oluwadamilare to do this.

**Oluwadamilare Falade** – Completed the acceptance testing, working alongside Amal to do this.

**Shafeeq Shuaib** – Completed the code inspection, working alongside Javairia to do this.

***Critical Evaluation of team progress***

The allocated tasks have been completed, allowing for the project to be completed and tested. Everyone has worked together with the assigned partner to make sure all of this has been done.

***Individual Task Allocation***

No task allocated as project is coming to a completion – small tasks need to be done which will be completed in the following week, such as compiling finished document to submit and organizing GitHub.

***Minutes overview:***

* Meeting: 30 minutes @2:00pm-2:30pm
* 2:00pm-2:05pm: Discussion of the progress made with the project.
* 3:05pm-2:30pm: Everyone shared their completed testing and code for the final prototype. Evaluated the different tasks and deciding a date for the next meeting – final meeting before submission.

## Meeting 5 – 25/04/24

**Minutes for Meeting for Enterprise Pro CW2 – 25/04/2024**

***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*:**

Check that the group is content with the work produced and ready for the final submission before the group presentation.

***Progress per team member***

**Javairia Shahid** – Completed the remaining tasks within the group for the submission of the coursework prototype.

**Imara Ali** – Completed the remaining tasks within the group for the submission of the coursework prototype.

**Sania Bibi** – Completed the remaining tasks within the group for the submission of the coursework prototype.

**Amal Abeso Ela** - Completed the remaining tasks within the group for the submission of the coursework prototype.

**Oluwadamilare Falade** – Completed the remaining tasks within the group for the submission of the coursework prototype.

**Shafeeq Shuaib** – Completed the remaining tasks within the group for the submission of the coursework prototype.

***Critical Evaluation of team progress***

The team has made great progress within regards to producing the final prototype with the amended changes as well as completing the testing of the project alongside. This teamwork has been efficient to ensure the project was completed in time and to a good standard.

***Individual Task Allocation***

No task allocated as project is complete – submission of project which one team member will do.

***Minutes overview:***

* Meeting: 15 minutes @4:00pm-4:15pm
* 4:00pm-4:15pm: Discussion of project and showing the final document for the submission of coursework two. Everyone agreed to the final document and the team was happy for this to be submitted.