COSC2196 IIT A3 – MS TEAMS ARTIFACTS

Microsoft Teams Meeting Technology Artifacts

Abstract

This PDF outlines the Microsoft Teams Activity of Group 30

GROUP 30: SCOTT PERCIVAL, MEG MARONI, BRONAGH FALLOON, MALACHI CLELAND

Table of Contents

Agenda Notes

210722 Meeting 1

Attendance:

- Scott
- Meg
- Mal
- Bronagh

Agenda:

- Check-in- How is everyone feeling?
- A3 Review
- A5 Review
- A4(Optional)
- Project Review - Study it
- Strategies, tools and progress tracking
  - Meeting notes:
  - Tracking specific tasks individually and as a group
  - Tracking Over-all Project progress
  - Discuss strategy for completing A3 & A5
- Contribution & Role review(Just very high level we do specific breakdown and tasks assignment next meeting)
  - Division of labour
  - Interest in specific work, roles etc
- Schedule/Deadlines
  - Meeting structure going forward
  - Scheduling all meetings ahead of times
  - Idea on Draft deadlines, progress reviews, Milestones etc.
- Any other items? Questions? Concerns?

250722 Meeting 2

Attendance:

- Scott
- Meg
- Mal
- Bronagh

Agenda:

- Task check in- how did everyone go with these tasks? Any blockers/issues?
- Team notes/items
- Discussing Project
  - Any insights or feedback to the project?
  - Any suggestion specifically about potential deliverables?
- A3 report structure - Everyone happy with setup? (it the same as last report)
- Assessment Criteria - (Does everyone feel they understand what require in A3/A5?
- A5 Ideas - How we go?
- A5 Task assignments
  - Who wants to direct?
  - Who wants to write?

- A3 tasks assignment
  - Group processes:
  - Career plans
  - Team website setup
  - Tools
  - Project
    - Overview
      - Topic
      - Motivation
      - landscape
    - Aims
    - Plans and progress
    - Roles
    - Scope and limits
    - Tools and technologies
    - Testing
    - Timeframe
    - Risks
    - Deliverables:
      - WireFrame
      - Mockup of APP UX
      - Site map
      - Product roadmap
      - Landing page to advertise and register interest
      - Domain Name
      - Github Repository for Web application
      - Initial infrastructure and cloud services (AWS RDS, Amplify tool chain, Amplify hosting)
- Identifying table
- Creating entity relationship diagram
- Inputting the sql data and making it work and product reports
- Data dictionary
- Price comparison list
- Build search engine into website
- Get 25 users
- Testing

- Login portal

- Setting up the web data/building the web crawler

280722 Meeting 3

Attendance:
- Scott
- Meg
- Mal
- Bronagh

Agenda:
- Off the record chat

- Personal check in
- Review action points -> Logo and slogan
- Any worries or concerns thus far?

010822 Meeting 4

Attendance:
- Scott
- Meg
- Mal
- Bronagh

Agenda:
- Check-in how's everyone feeling?
- Online Artifacts Wiki
- Project Planner and Task Review
    - Progress
    - Issues Blockers
- Timeframe Spreadsheet Fill in
- Group Processes Review
    - Additional Impromptu Catchups
    - Milestone and deadline catchups
    - Milestones App
    - Add All draft content to Github or teams
    - Excel spreadsheet/365 list - checklists
    - Excel spreadsheet/365 list - Issues
    - Communication Escalation matrix
- Scope and Limits
    - Review
    - Come to an Agreement
- A5 Upcoming Storyboard and script draft
- Next Steps
- Additional Items for discussion

040822 Meeting 5

Attendance:
- Scott
- Mal
- Bronagh

Agenda:
- Personal check in
- Reminder – course work
- Group work – where are we? / Actions
    - (Calibration more than completion)
- Presentation / A5 draft in by (Sunday)
- Any worries or concerns?

080822 Meeting 6

Attendance:

- Scott
- Meg
- Mal
- Bronagh

Agenda:

- Check-in How's everyone feeling?
- A2 Results Review and Discussion
  - How important is the feedback?
- Notes Review
- Project Planner()
  - Progress/Task review
  - Issue/Blockers
  - Deliverables checklist
- A3 Next Steps
  - Prototype Website Build
  - Population of Database
  - Infrastructure requirements
  - Other Deliverables
- A5 Next steps
  - Script
  - Storyboard
  - Actions?
- Additional Items for Discussion

110822 Meeting 7

Attendance:

- Scott
- Meg
- Mal
- Bronagh

Agenda:

- Personal check in
- Group work – where are we? / Actions
  - State of web scraper
- Any worries or concerns?

150822 Meeting 8

Attendance:

- Scott
- Meg
- Mal
- Bronagh

Agenda:

- Check-in How's everyone feeling?
- Assignment 4 reminder

- Project progress check in
  - Project Planner
    - Task review
    - Issue/Blockers
  - Deliverables checklist
    - Deliverable review
    - Issues/Blockers
  - Timeframe spreadsheet
    - Fill in
- A3 Review
  - Over-all Progress
  - Deadlines/time frame
  - What's left/next steps?
- A5 Next steps
  - Over-all Progress
  - Deadlines/time frame
  - What left/next steps
- Meetings
  - Last formal meeting?
  - Meeting for Group reflections
- Additional Items for Discussion

180822 Meeting 9

Attendance:
- Scott
- Meg
- Bronagh

Agenda:
- Check-in How's everyone feeling?
- Notes
- Assignment 4 check in
- Assignment 3 check in
- Assignment 5 check in
- Any Issues/Blockers/concerns
- Additional Items for Discussion

Recording Links

21/07/2022

[Recording](#)

25/07/2022

[Recording](#)

28/07/2022

[Recording](#)

01/08/2022

[Recording](#)

04/08/2022

[Recording](#)

08/08/2022

[Recording](#)

11/08/2022

[Recording](#)

15/08/2022

[Recording](#)

18/08/2022

[Recording](#)

Minutes / Action Notes

210722 Meeting 1

Actions

- Everyone
  - Really consider what components of the assignment you would enjoy participating/focus on for next week discussion
  - Review Project from A2 and get as familiar as possible
    - Think about deliverables that can be made for this project
  - Look at A3 Draft document and add/edit if you feel the need
  - Get in-depth understanding of assessment criteria
- Bronagh
  - Think about stuff for the video – possible approaches and how we should put it together for draft
- Meg
  - Book meetings
  - Think about stuff for the video – possible approaches and how we should put it together for draft
  - Assign tasks for people based off of this meeting
- Mal
- Scott

Minutes

- A3 Review
  - Everyone had a chance to look through
  - Scott already developed a3 document
  - Career plans: basically, reflect a bit more heavily on burning glass data from a2
  - Group processes:
  - Project:
    - Overview mostly covered by Scott in A2 just rewrite
    - Aims break it down and answer it specifically
    - Plans and progress: phases already exist
    - Roles: week to week seems to be stressed and more detail than in the preview assignment shown in the discussion
    - Scope and limits: comes with the process we will figure it out
    - Tools and technologies: instead of guessing it's more an accurate depiction of everything we used
    - Testing: How are we going to test it? Testing methodologies – Meg has experience depending on what we build.
      How far do we go into?: hopefully have some form of a web scraper with at least 2 comparison websites
    - Project is the main component (50%) focus of that for the majority of the assignment
    - Risks: Risks to develop as we go along
    - Group processes and communications: pretty straightforward
  - Skills & jobs: A1 & A2 feeds into it should be too difficult
  - Rest is all straightforward
- A3 & A4 & A5 are all due at the same time
- A5
  - Scott already made a doc for that
  - Make a cool presentation that goes for 10 minutes
- Meg recorded discussion about sample assignment – will upload to teams

- A4
    - All seem to be going okay
- Project Review:
    - Get really familiar with the project and understand it in depth from A2 so we are all likeminded
    - Think about deliverables – Website and wireframes, web scraping in python – Mal and & Bron have been doing that in python
- Keep using OneNote for notes on teams
- Team tasks – whoever is doing the minutes creates the tasks for each user
    - Use and make much more of an effort to do
    - Assign individually instead of a group as it was ticking off
- Tracking overall project progress
    - Checklists
    - Timeframe: excel and planner will feed into this and this will be developed asap
- Feel most of our attention will be about A3, but then a possible rush to complete A4 & A5
- Think about your skill sets and where you want to focus on in this assignment
- Schedules and deadlines: all meeting formal meetings and pre-booked and organized in the calendar – Mondays and Thursdays at 7 pm
    - Who does chairs going forward? Swap or keep the same: I will think about how to split it up and share tasks. Mal would like to learn more and get better at it, born doesn't mind and neither does meg

Off recording:

- 11th do a progress review
- Meg and Bron to start working on the video and thinking about it
- Have informal meetings and progress reviews of project sections with relevant members involved
- Any specific parts someone wants to focus on:
    - Meg up for anything
    - Bron happy to take on any challenge
    - Scott: would really love somewhat of a product developed and it will be challenging
    - Really think about what you would like to do
- Are we working all roles out next week
    - Hopefully next week we come together and decide what we are going to make

250722 Meeting 2
Actions
- Everyone
    - Check out logo and provide feedback
    - Vote on company slogan (in tab: Slogan Vote/Ideas)
    - Vote and provide feedback on logo combined designs designs and vote in tab: (Design Ideas & Design Vote)
    - Fill out chores for week 1 (last week) in TimeframeSpreadsheet and approximate hours per task. If none thent that is acceptable too as it wasn't technically the first week
- Scott
    - Group processes section
    - Tools section
    - Project doucmentation (fill out majority A3 sections)

- - - Project Roadmap – Create
    - Create Domain
    - Make GitHub Repo for Project
    - Database – consider structure & components & seperate into tables
  - Meg
    - Upload actions and tasks for the week
    - Career plans
    - Have meeting with Bron on Wed after TUT about video & webstie stuff
    - Team website & github repo
    - Create database table demo for discussion with Scott & Mal
    - Create storyboard/ideas for video - meeting with Bron
    - Career Plan Part of project
    - Wireframe
    - Phone UX model
    - Site Map
    - Landing page – project webpage for login & about
    - 25 test user accounts for database
    - Testing section of A3
    - Assist with any programming
  - Bron
    - Have meeting with Meg on Wed after TUT about video & website stuff
    - Wireframe
    - Phone UX model
    - Site map
    - Landing page – project webpage for login & about
    - Create storyboard/ideas for video - meeting with Meg
    - Search functionality of application – study up & developement
  - Mal
    - Study up & developement of WebScraping code
    - Database – consider structure & components & seperate into tables
    - Testing section of A3

Minutes:

- Task check in- how did everyone go with these tasks? Any blockers/issues?
  - Meg – All good
  - Mal – Can't find A3 Doc, has been pointed out and will look over
  - Bron – did all her bits
- Team notes/items
  - Meg made logo – please see here and let her know if you are happy with it:
  - Meg made logo designs here, let her know if you happy or no:
  - Vote on slogan:
  - Put in each what work you have done in the timeframe spreadsheet with approx. time to complete and check in each Monday to keep on tasks
  - Assign week tasks at end of meeting for this week
- Discussing Project
  - Any insights or feedback to the project? Any suggestion specifically about potential deliverables?
    - Phase 1 – Sums up task deliverables for this assignment
    - Phase 2 – See how far we go and hopefully get real websites to scrape that aren't blocked
    - A5 Video – feed into A3 as a deliverable
- A3 report structure - Everyone happy with setup? (it the same as last report)

- ○ Yep
- Assessment Criteria - (Does everyone feel they understand what require in A3/A5?
  - ○ Yep
- A5 Ideas - How we go?
  - ○ Meg – getting there with ideas but no written draft or story board yet – Hopefully Thursday
  - ○ Bron – Had look over and got familiar.
  - ○ Intro at start of video of each team member
  - ○ Meg & Bron to mainly work on Video.
  - ○ Scott happy to contribute with talking and what not
- A5 Task assignments
  - ○ Meg & Bron have a meeting on Wednesday after tut
  - ○ Use deliverables as much as possible to showcase product
- A3 tasks assignment
  - ○ Mal briefly looking at web scraper and interested – Mock-up of dummy websites to scrape from
  - ○ Most of report outside of assignment is just a slight variation of A2 content
  - ○ Group processes:
    - ▪ This is just a reflection which is refreshed from previous assignment to be relevant to this one – leave till later
  - ○ Career plans
    - ▪ Scott already did this in a2 table so can just re-highlight that
    - ▪ Burning glass data re-Interated
    - ▪ Focus for Assignment is deliverables, leave A3 other sections for later
      - Meg to do career plan bit
      - Scott to do group processes
      - Tools – 10 minute job left till last (Scott will do)
      - Team website – Meg got it
      - Skills & Jobs: Figure out jobs per week – figure out who can write task closer to the end
      - Project: Scott happy to cover as it's already been done 99%
        - ○ Aims: little bit different but mostly done
        - ○ Plans and progress: will get done in future
        - ○ Roles: week to week record
        - ○ Tools and technologies: leave till closer to end as it will be determined by the deliverables, record what you use for the assignment and why as it goes
        - ○ Deliverables:
          - ▪ Video – Bron & Meg
          - ▪ Wireframes – Meg & Bron
          - ▪ Phone UX – Meg & Bron
          - ▪ Site Map – Meg & Bron
          - ▪ Product Roadmap – Scott
          - ▪ Landing page, explanation & sign up – Meg & Bron
          - ▪ Domain – Scott
          - ▪ GitHub – Meg done/doing
          - ▪ Price comparison lists: make one database on AWS
          - ▪ Product categorization: make one database on AWS
            - Create tables and data
            - Data dictionary and entity relationship diagram

- Input data into SQL
- Make SQL database produce reports
- Testing – 25 users make ourselves to test reports, test database parameters
  - Scott happy to make GitHub repo for B4B website
  - Mal work on WebCrawler
  - Meg & Mal & Scott work on database
  - Bron to do search function
  - Get external users to log in with dummy accounts and play around – set up logins - meg
  - Testing section: Mal & Meg do

280722 Meeting 3

Actions

- Everyone
  - Continue on as planned and re-assess Monday
- Scott, Meg & Mal
  - Have meeting tomorrow evening for DB structure
- Scott
  - New planner for long term goals

Minutes:

- Off the record chat & personal check in
  - Everyone going well
  - Meg do minutes
- Review action points -> Logo and slogan
  - Everyone voted
  - Logo feedback clarification
    - Any general comments or questions please post in,
    - will most likely use colour and b&w
    - Meg to modify logo to swap hand on coin
    - Scott likes Version 3&4 – more buisness orientated and professional
    - Mix up colours with Bron to offer a few possible options
  - Product focus for B4B – Selling and comparison of technologies – colours focused on that (reds, blues, green)
- Any worries or concerns thus far?
  - All feel we will know better after the weekend – smash out work and discover challenges
- Other
  - Scott Meg & Mal go through database tomorrow
  - Scott bought domain names – bang4buck.tech, bang4buck.info
  - All done our timeframes for last week – do the same Next monday for this week
  - Course content & responding to modules, we are all going okay.
  - Everyone has their tasks, feel free to split them up and edit for your own personal experience
  - Scott been playing around with a planner for the artifact's progress, will see if it's useful and create
  - Recordings, ensure we are saving into folder too

010822 Meeting 4

Actions:

Everyone:
- Continue as planned

Scott
- Keep working on assigned written components

Meg
- Continue working on DB, Web and A5 draft

Mal
- Continue working on python webscraper for DB

Bronagh
- Continue working on Web and A5 draft

Minutes:

- Check-in how's everyone feeling?
    - All going well!
- Online Artifacts
    - All bits of progress so far added to Online Artifact's Wiki
        - Meg need to change access to see if anyone can get access as Scott was restricted
- Project Planner and Task Review
    - Everyone seems okay with using so far and current tasks
    - Going forward: Scott go through and see where we are at in the meetings
- Timeframe Spreadsheet Fill in
    - Fill in for this week by Thursday
- Processes Review
    - Milestones App
        - See how this app goes,
        - Use possibly closer to end date to determine what we have left
    - Dump all current work progress in teams so we have backup and trail of each of the members work and code in GitHub
    - Wireframe created: Landing, Search & product pages
- Communication Escalation matrix
    - Similar to how we delt with the Partick situation last assignment, follow the procedures and escalation and reach out with certain hour intervals until ultimately divide work between everyone else, we are all happy with what Scott has created
- Scope and Limits review
    - Product pages, product categorization, product search – Price comparison list to look into
    - Leave elements we can't do and focus on what we can – forum leave, shopping list leave...
        - Don't do too much, only what is achievable within our time-frame
        -
- A5 Upcoming Storyboard and script draft
    - Meg and Bron to work on during the week the weekend and submit final
    - Scott around for assistance if needed
- Next Steps
    - Continue as planned, regroup on Thursday
    - Reach out if assistance is needed
- Additional Items for discussion
    - Current tasks

- o Scott has completed a lot of the written content so far
- o Group processes
  - ▪ Scott following what we said in A2 and wrote everything we have continued on with and introduced in A3 so far
  - ▪ Every week have an additional impromptu meeting
- o Database & server stuff: Try AWS, see how we go

040822 Meeting 5

Actions:

Everyone:
- Continue as planned

Scott
- Keep working on assigned written components

Meg
- Continue working on DB, Web and final A5

Mal
- Continue working on python webscraper for DB

Bronagh
- Continue working on Web and final A5

Minutes:

- o Personal check in
  - Everyone is alive and well.
  - Meg was unable to make it due to work conference, she notified the team prior.
  - Reminder – course work
    - Cannot backdate the tasks but can still get marks. Dave said you can still backdate it youi just won't get the full marks.
  - Group work – where are we? / Actions
    - (Calibration more than completion)
      - o Mal progressing along with code scrapper getting close to having it reeady to be used
      - o Bron and Meg has already compelted the draft, still working toward more of the a5 stuff this weekend
      - o Bron working on code and that for the site
      - o Scott to finalize up written content
  - Presentation / A5 draft in by (Sunday)
    - On track we're do it
  - Any worries or concerns?
    - Just need to do put all together
    - Have to put our individual pieces by Monday

080822 Meeting 6

Actions:

- Everyone
  - o Continue as planned
  - o Reach out if you need help
- Meg
  - o Website

- - - Database
    - Combine
    - Company font
  - Scott
    - Continue with written components and Infrastructure diagram
    - Will be needed for A5 last frame but script will be mostly covered
  - Bron
    - Script type up
    - App wireframe
    - Company font
  - Mal
    - Web scraping data for 4 different websites, separated into 4 csv files for each

Minutes:

- Check-in How's everyone feeling?
- A2 Results Review and Discussion
  - How important is the feedback?
  - Leave content pretty much as is for written content as most of the content was covered during A2
- Notes Review
  - Milestones, isn't working out as planned. Leave it be and focus on task planner for now
  - Database: get new webscraping data from mal, seperated into 4 different csv files for meg to use in database
  - A5 draft, everyone happy to continue with that
  - Landing page: A brochure or handout to get people interested in the company and what the app does/provides. Try create – Meg/Scott
  - Bron just doing a wireframe for the app to be used in the video assessment, not really going to develop as it's out of scope and our timeframe
  - Website landing is now called home, landing page for advertising is now called brochure
- Project Planner()
  - Progress/Task review
    - Going well, achieving what we set out to within reason
  - Issue/Blockers
    - Meg needs data
  - Deliverables checklist
    - Website
      - Wireframe : Files/ProjectDeliverables/Website
      - Site Map : Files/ProjectDeliverables/Website
      - Website: half-done
    - Database
      - Entity Relationship : Files/ProjectDeliverables/Database
      - Data Dictionary (just have to add descriptions) : Files/ProjectDeliverables/Database
      - SQL schema : Files/ProjectDeliverables/Database/SQL
    - A5 Draft & Storyboard
    - Policy Doc
    - App infrastructure – Scott create when things are more together and final (possibly about what is done now, or what will be done for the completed web application)

- A3 Next Steps
  - Prototype Website Build
    - Meg on in
  - Population of Database
    - Mal and Meg to do
  - Infrastructure requirements
    - Scott to do
  - Other Deliverables
    - Bron – app wireframe
- A5 Next steps
  - Script
    - Bron developing, Mal to contribute to one section of script or go over and revise
  - Storyboard
    - Done, just need to make video now
- Additional Items for Discussion
- Decide on font for website and designs – Meg & Bron

110822 Meeting 7

Actions:

- Everyone
  - Continuing through work
- Meg
  - Focus on Website prototype
- Mal
  - Progressing with Web Scrapper
- Bron
  - Putting together draft of final script
- Scott
  - Re-assigned more written (Roles, Career plans etc) content to free up team focus on deliverables

Minutes:

- Personal check in
  - Scott – good, getting through busy work week!
  - Bron – Going good and ticking along
  - Meg – Good Good
  - Mal goooood
- Group work – where are we? / Actions
  - A3
    - Mal: really progressing with the WebScraper
    - Meg: Website main skeleton almost done, has one last page to do and get functional, then need to add data to it.
      - Upload to AWS if possible, if not try to do azure or whatever possible
    - Scott:
    - State of web scraper
- Any worries or concerns?

150822 Meeting 8

Actions:

- Everyone
  - A3 – work on it until Saturday/Sunday, Monday & Tuesday to fix minor details
- Meg
  - Continue with website and get it function in itself
  - Make planning documents for Database, Website & scraper
  - Oversee A3 website component
  - Continue with A5 work with Bron
  - Get meeting 5 & 6 recordings and post
  - List specific font in wireframe doc
- Scott
  - Oversee A3 written component
- Malachi
  - Tinker with web scraper and continue with skills and jobs component in A3 doc
  - Do report for web scraper
- Bronagh
  - Oversee A5

Minutes:

- Check-in How's everyone feeling?
- Assignment 4 reminder
  - Due first on Sunday
  - A3 following Wednesday
  - A5 following Friday
- Project progress check in
  - Project Planner
    - Task review
    - Issue/Blockers
  - Deliverables checklist
    - Deliverable review
    - Issues/Blockers
  - Timeframe spreadsheet
    - Fill in
      - Add more things like meetings and research to our components
- A3 Review
  - Over-all Progress
  - Mal
    - It's not finished but has separate working prototypes that are valid for deliverables
    - Skills and jobs bit, working on it
    - Testing – Scraper
  - Meg
    - Website – Mostly done and functional, just need to add in pictures and make it look good
    - SQL – done and functional as a standalone database, script files in deliverables
    - Unable to combine the two and make it live – timeframe
    - Get font specific name and note it in the wireframe
    - Write report for database queries – testing
    - Make testing sheets for database, website and scraper
    - Oversee Website

- - - Look for 5 & 6 meeting and add to recording
      - Bron
        - Oversee A5 stuff
      - Scott
        - Oversee A3 report
    - Deadlines/time frame
      - A3 – work on it until Saturday/Sunday, Monday & Tuesday to fix minor details
    - What's left/next steps?
      - Finish up bits – if you have issues just let the others know
  - A5 Next steps
    - Over-all Progress
      - Done a PowerPoint and will be recorded sign in
      - Will be recording script on Thursday
    - Deadlines/time frame
    - What left/next steps
  - Meetings
    - Last formal meeting?
      - This Thursday (18th)
      - Check-up Saturday see how we going
    - Meeting for Group reflections
      - Gotta have one by Monday or Tuesday for group and individual reflection
  - Additional Items for Discussion

180822 Meeting 9

Actions:

- Everyone
  - Add tools and technologies uses to the Wiki so it can be included in the final version of the A3 report

Minutes

- Mal Unable to make it due to technical difficulties
- Add tools to wiki used to create all deliverables so far
-

MS Teams Invite Link
Team TBD