

Client Meetings Report

Agenda (01/23/2025)

- We would like to discuss further details concerning the Living Atlas' performance issues.
- We would like to discuss usability issues with the Living Atlas and steps we can take to make the application more user-friendly.
- We would like to set goals for our team such that accomplishing these goals would allow us to consider our project successful.
- We would like to discuss which problems with the Living Atlas are the most critical so that our team can put a greater priority towards fixing these problems.
- We would like to discuss any useful technologies and tools utilized by the previous team so that we can continue to use these resources during development.
- We would like to discuss the goals for the Living Atlas and its user base so that we can keep these plans in mind during development.
- We would like to plan future meetings with the client.

Minutes (01/23/2025)

Our team met with Jan Boll. First, we discussed current problems with the Living Atlas. During a demonstration of the application during our meeting, the website experienced significant performance issues, which we believe will be the highest priority problem to solve for this project. We also discussed potential improvements that could be made. This includes updates to the user interface, the ability for users to upload custom photos, and to allow students, faculty, and external communities to contribute data. Jan did not have knowledge of the technical details of the application, but provided us with the project report of the previous team which includes these details. We established that a goal for the application was to scale up its user base to communities outside of WSU and expand the focus of the app internationally. We discussed that an upgrade to hosting services may be necessary to accommodate this goal. At the end of the meeting, we set a plan for a second meeting to take place on February 3rd.

Retrospective Summary (01/23/2025)

Here's what went well:

- Our team gained a much better understanding of the current problems with the Living Atlas and can establish a series of objectives to improve the application.
- We received the project report of the previous team which contains more technical knowledge of the application and allows our team to continue development from where they left off.
- We established a goal of developing the application to handle a scaled up userbase.
- We made plans for future meetings with the client.

Here's what we'd like to improve:

- Our access to the application is currently non-functional, so development cannot yet begin. We will resolve this problem with the client during the next meeting.
- The client is not knowledgeable in the technical details of the application, so there may be some challenges in the future as the only technical knowledge we will have available to us are the details presented in the previous team's project report.

Here are changes we plan to implement as soon as possible:

- We will establish the cause of the website's performance and reliability issues.
 - We will implement the ability for users with certain permissions to contribute data to the map, along with support for uploading custom photos.
 - We will redesign the user interface to become more user-friendly.
-

Agenda (02/03/2025)

- We would like to discuss the feasibility of implementing some of the features we have considered.
- We would like to revisit key points raised by the client in the previous meeting.
- We would like to begin planning future improvements accordingly.
- We would like to present some of our own ideas and ask if the client would find them useful.

Minutes (02/03/2025)

Our team met with Julie Padowski. First, Julie introduced the current shortcomings of the Living Atlas, such as limited scalability, usability issues, and multiple bugs. Julie then provided suggestions for improvements, including enhancing the design, adding a password reset feature, and increasing the platform's capacity to support more users. Most of these concerns aligned with those discussed with Jan in the previous meeting. Each team member proposed ideas to Julie, and we discussed their feasibility and necessity for the project.

Retrospective Summary (02/03/2025)

Here's what we'd like to improve:

- We forgot to record the meeting, so we may have missed some details regarding the client's suggestions for improvements.

Here are changes we plan to implement as soon as possible:

- We will draft proposals for planned improvements based on our understanding of the client's needs.
 - We will create a feedback survey form to gather client opinions on our proposals.
 - We will prioritize each proposal based on urgency and importance, ensuring that high-priority tasks are addressed first.
-