

Title: Meeting 3
Date: Monday 18th March 2024
Time: 19:00-20:00
Location: Online (Discord)
Chair: Maheen Matin

Agenda:

x) Point - Owner

- 1) Minutes of the last meeting - Maheen
- 2) Introduction to meeting structure (list of all agenda points) - Maheen
- 3) Demonstrate the GUI and all of its functionality - William, Martinson
- 4) Mediate discussion on the GUI - Maheen
 - specifically regarding proposed changes
 - and a plan to extend the GUI (with both additional GUI elements and back-end functionality)
- 5) Reestablish that the meeting is on Tuesday 19th March at 15:05-15:25 - Maheen
 - share the Microsoft Teams link with all group members
- 6) Finalise the roadmap - Maheen
 - administration = project binder, Kanban board, risk register
 - OOAD / documentation = entity-relationship diagram, analysis class diagram, design class diagram, written technical documentation, JavaDocs
 - programming = database, back-end, front-end (GUI)
 - having identified the major areas of development, we now need to determine the order in which we tackle the tasks
 - we also need to determine who is in charge of each task, as well as if any tasks have prerequisite tasks
- 7) Communicate the need to process these tasks as user stories on the Kanban board - Maheen
 - make a group decision as to who is placed in charge of the Kanban board and user stories
- 8) Share the project binder with group members - Maheen
 - collectively decide if any other group members should contribute to the project binder
- 9) Establish sprint tasks for this week - Maheen
 - administration
 - OOAD / documentation
 - programming
- 10) Discuss the topic of VPN issues - Maheen
 - have the VPN issues been fixed?
 - do we need to send an email regarding VPN issues?
 - who we do need to send the aforementioned email to?
- 11) Any other business - Maheen
- 12) Date of next meeting - Maheen

Minutes:

-Proposed by chair - to be formalised at next meeting

Members present:

-Sultan Alhaider, Betul Cilenk, Adam Hussain, William Leslie, Maheen Matin, Martinson Yan

Topics discussed:

- 1) Notes (for the previous meeting) taken by team members were shared via Discord
- 2) The chair verbally communicated the meeting structure and a list of the agenda points
- 3) William and Martinson demonstrated the GUI
- 4) Elements of the GUI were discussed - specifically the need (or lack thereof) for additional features
- 5) The chair shared the Microsoft Teams link with all group members via Discord
- 6) The roadmap was discussed, but not finalised
- 7) The group discussed which group member would be tasked with maintaining and updating the Kanban board
- 8) The project binder was made available on the shared GitHub repository
- 9) Sprint tasks for the current week were assigned
- 10) The VPN issues were discussed and concluded
- 11) N/A
- 12) Monday 25th March

Decisions made:

- 4) No additional features would be added to the GUI for the foreseeable future
- 5) All team members are to attend Tuesday's customer interview at 15:05
- 6) Maheen will produce a provisional roadmap, which is to be finalised at the next meeting
- 7) Adam is tasked with maintaining and updating the Kanban Board
- 9) Maheen is to produce a provisional roadmap and a formal record for Monday's meeting + Maheen and Betul are to produce an analysis class diagram + Adam is to update the Kanban board and produce a formal record for Tuesday's customer interview + Sultan, William and Martinson are to produce an entity relationship diagram and continue working on the GUI
- 10) The VPN is working as expected and no further action is necessary
- 12) The next meeting will take place online on Monday 25th March at 20:00

Actions:

- Produce a roadmap, an analysis class diagram and an entity relationship diagram
- Revisit the Kanban board
- Continue working on the GUI
- Attend the customer interview on Tuesday

Miscellaneous:

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