Title: Meeting 4
Date: Monday 25th March 2024
Time: 20:00-21:00
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) Share and explain the analysis class diagram - Maheen, Betul

4) Share and explain the entity relationship diagram - William, Martinson, Sultan

5) Demonstrate the changes to the GUI (if any) - William, Martinson, Sultan

6) Share and explain the notes from Customer Interview 2 - Adam
--confirm the completion of testing documentation for the GUI
--confirm if the Kanban board was updated to reflect last week's sprint tasks

7) Share and explain the roadmap - Maheen
--communicate that the Kanban board is to be updated with this week's sprint tasks

8) Finalise the roadmap - Maheen
--mediate discussion
--make a list of proposed changes
--finalise medium-term and long-term goals

9) Establish sprint tasks for this week - Maheen
--administration - roadmap, Kanban board, Meeting 4, Coach Meeting 4
--OOAD / documentation - design class diagram, state machine diagram
--programming - database and GUI

10) Check that everyone is aware of the workload and the deadlines - Maheen
--there are 3 sprints left (including this one) - Monday 25th March, Monday 1st April and Monday 8th April
--the source code must be submitted by Monday 15th April
--computer networks coursework is due on April 3rd + language processors coursework and cloud technology presentation are due April 7th
--ideally, we would spend this sprint and the next sprint completing the code
--then, we would spend the last sprint on testing and collating all the documentation
--is everyone okay with the workload + do any resources need to be reallocated (namely, do we need more people assigned to programming for the next two sprints)?
--finally, we have an individual diary submission due on Sunday 31st March

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) Looked at the analysis class diagram made by Betul and Maheen
2) Looked at entity class diagram and decided on its usefulness
3) Discussed moving forward with development for the back end and database
4) William and Martinson showed the updated UI with changes suggested from customer interview
5) Further improvements to the GUI were suggested
6) Discussed wether we wanted to take part in the customer interview on Tuesday 2/4/24
7) Discussed the individual diary and the importance of the lesson learned section
8) Adam raised an issue with a testing report regarding the presentation of the report
9) Further discussed long term road map as well as suitable deadlines for tasks

Decisions made:
1) William and Martinson were happy with the analysis class diagram produced and will use that to further develop
2) The entity class diagram was deemed not particularly useful
3) Some changed to the GUI were recommended such as pressing enter to login and a splash screen
4) Maheen with join Martinson, William and Sultan on the development team this week
5) We decided that the customer interview was of use to us
6) Next meeting will be Monday 1st April at 20:00

Actions:
1) Continue updating Kanban board
2) Update the UI
3) Attend customer interview

Miscellaneous:
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