Title: Meeting 2
Date: Monday 11th March 2024 & Wednesday 13th March 2024
Time: 20:00-21:00 (Monday 11th) & 19:00-20:00 (Wednesday 13th)
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) Communicate that there are no more group deliverables until the final deadline - Maheen
--there is only one individual diary submission in week 9
--the final deadline is in week 11 (there is also an individual report submission in week 12)
--therefore, there will be no further guidance from Dr Martin Walter (the lecturer) - the responsibility to complete an appropriate amount of work within an appropriate timeframe falls entirely upon us
--so, it is extremely important that we stay organised and focussed on both long-term and short-term goals

4) Communicate Dr Walter's recommended development model, then decide upon the development model we will use - Maheen
--Dr Walter has recommended we use the Agile software development cycle:
----Requirements
----Design
----Development
----Testing
----Deployment
----Review
----Repeat
--In addition, it is recommended that we use one-week or two-week sprints

5) Communicate Dr Walter's recommended steps to getting started, then decide upon the steps we will follow to get started - Maheen
--Dr Walter's recommended steps:
----1) Define the project (scope, boundaries, general outline),
----2) Explore the customer's needs (informal requirements analysis)
----3) Create a list of the Customer's needs (formal requirements analysis)
----4) Explore the timeline (create a roadmap/long-term goals)
----5) Prioritise (populate the Kanban board and specify priority levels)
----6) Review (keep communicating and updating requirements/roadmap/long-term goals/short-term goals)

6) Communicate key points regarding development - Maheen
--We need a roadmap in order to stay organised and informed
--This roadmap needs to be reflected in our Kanban board
--All members must document task creation and task completion on the Kanban board
--Tasks, i.e. user stories, should be independent of all other user stories - however, each user story can and should have subtasks

7) Identify individual areas of development - 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)

8) Ask programmers for a roadmap in development, then decide on long-term goals and short-term goals for programming - Maheen
--identify individual aspects of the program
--determine the corresponding tasks
--decide the priority of these tasks and the order in which they need to be completed

9) Communicate information regarding development to programmers - Maheen
--the university is experiencing issues with the VPN - how will this affect your work? Will a local database suffice in the meantime?
--do you plan to use any frameworks or libraries? Dr Walter has stated that frameworks (e.g. Maven) can be used if they are agreed upon by all team members - however, they need to declared and documented
--in addition, frameworks and libraries can be used to aid/embellish - however, not in a way that shifts the fundamental coding effort from team members to that framework/library

10) Decide upon a sprint length, then decide on the tasks for that sprint - Maheen
--administration
--OOAD / documentation
--programming

11) Communicate information regarding the risk register - Betul
--do any other team members need to contribute to the risk register somehow?

12) Decide if we should participate in the optional customer meeting - Adam
--to take place next Tuesday or Wednesday

13) Any other business - Maheen

14) Date of next meeting - Maheen

Minutes:
-Proposed by chair - to be formalised at next meeting

Members present:
-Monday 11th: Betul Cilenk, Adam Hussain, William Leslie, Maheen Matin, Martinson Yan
-Wednesday 13th: Betul Cilenk, 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) The char verbally communicated information regarding deadlines
4) The group discussed the merits of using the Agile software development cycle
5) The chair verbally communicated Dr Walter's recommended steps to getting started
6) The group discussed elements of the Kanban board - specifically, the priority levels of user stories
7) The group discussed the individual areas of development, mainly in regards to programming (the code) and OOAD (the documentation)
8) The programmers in the group discussed the individual tasks (in regards to programming) and the priority of these tasks
9) The group discussed the VPN issues and the possibility of using frameworks/libraries

10) The group discussed the ideal sprint length and the tasks for this current sprint
11) Minor aspects of the risk register were discussed
12) The group discussed the merits of participating in the optional customer meeting
13) No other business
14) Monday 18th March 2024, 19:00, Discord

Decisions made:
1) Maheen will combine his meeting notes with the notes from the other team members to produce a formal record of the meeting - to be formalised at the next meeting
4) The group decided to use the Agile software development cycle
6) The group decided to complete a roadmap at the next meeting
7) The group identified one additional area of development: a state machine diagram
8) The programmers decided to tackle the entity relationship diagram and the database first, before moving on to the back-end functionality and the GUI
9) The programmers expressed that they currently have no plans to use any frameworks or libraries - in addition, the VPN issues may have been resolved and this will be checked
10) The group decided upon a sprint length of one week. The main tasks for this week were to make a GUI template, then work on the GUI itself
11) Betul will continue working on the risk register
12) The group decided to participate in the optional customer interview - the customer interview was booked for Tuesday 19th March 15:30
14) The group decided to have meetings every Monday - to reflect the one-week sprints

Actions:
-Maheen will produce a GUI template using HTML and CSS by Tuesday night and upload the code onto the shared GitHub repository
-Betul will review the template and make a list of proposed changes
-The group will meet on Wednesday 13th March via Discord to discuss the template
-William and Martinson will complete the GUI by Sunday night and upload the code onto the shared GitHub repository
-Adam will review the code and test it on Monday
-The next meeting will take place on Monday 18th March at 19:00 on Discord
-All group members will be present for the customer interview on Tuesday

Miscellaneous:
-Betul will add 3 more entries to the risk register and upload the document(s) onto the shared GitHub repository
-Maheen will produce the formal meeting notes for Meeting 1 (using the the notes from all group members who shared their notes) and this will be finalised by the group on Monday 18th's meeting