**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:

-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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