# Appendix

## Appendix A

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| Date and Time of Session | | 31/01/19, 1.00 PM |
| Brief description of work done by each group member since last meeting | | |
| First group meeting, group members include;  Jordan Delaney w16015149  Aows Rashad w16024005  Lee Haley w16014111  Neetan Briah w16028251  This is our first meeting as a group so we will be going through the assignment and deciding on what we will be doing as a team and individually. We first decided on what the site was going to do, we looked initially at the example of a running group webpage and decided to change that idea to be a travel review website. Once we had decided on the idea we each picked what part of the project we would be taking responsibility for and which parts would be done as a group for all documentation before we starting building the product. After all this was decided we then gave out tasks to each member and began the planning documentation. The tasks for each group member are as below:  Jordan- risk assessment, style guide  Neetan- Project proposal, Code of conduct  Aows- Ethical Approval form, pricing proposal,  Lee- Gantt Chart, weekly meeting logs  We also all took this time to complete a skills audit. | | |
| Agreed tasks for next meeting for each group member | | |
| For the next meeting we plan to finish all assignment documentation tasks and begin to work on the terms of reference. We should also have the final person for our group next week so we will look at integrating the remaining tasks into the project. Neetan will be submitting the code of conduct which is the first piece of submission that has to be done. | | |
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| Date / Time of next meeting | 07/02/19, 1.00PM | |

## Appendix B

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| Date and Time of Session | | 07/02/19, 1.00 PM |
| Brief description of work done by each group member since last meeting | | |
| Second group meeting, group members include;  Jordan Delaney w16015149  Aows Rashad w16024005  Lee Haley w16014111  Neetan Briah w16028251  Umar Shaban w16015928  In the second week we got our final group member which is Umar. The code of conduct was submitted on time by Neetan. This week we had Umar join us and we separated the tasks we have to do for the TOR. As umar has joined he will take up the last subsystem which was the subsystem 3 we have also split the TOR tasks accordingly. The hand in for the TOR is the 25th of February. The TOR is where we lay out the plan for our project and our system this is going to be vital for throughout the project. We separated all of the tasks fairly between all of us. This week we also decided on the subsystem we were choosing, below is the subsystem and TOR tasks for each person:  Jordan- subsystem 5, scope of subsystem 5, requirements capture plan,  Neetan- subsystem 1, scope of subsystem 1, research, Gantt chart  Aows- subsystem 2, scope of subsystem 2, predicted look for system, costing, ethics  Lee- subsystem 4, scope of subsystem 4, introduction, stakeholder input, requirements specification list  Umar - subsystem 3, scope of subsystem 3, risk analysis, legal, social, ethical and professional analysis. | | |
| Agreed tasks for next meeting for each group member | | |
| For the next meeting we want some work for the TOR done and the ethics form submitted so we can hopefully get approval for it by next week’s meeting. individually we want everyone to of done at least one of their tasks for the TOR done, we are aiming to get two done individually. | | |
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| Date / Time of next meeting | 14/02/19, 2.00PM | |

## Appendix C

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| Date and Time of Session | | 14/02/19, 2.00 PM |
| Brief description of work done by each group member since last meeting | | |
| Third group meeting, group members include;  Jordan Delaney w16015149  Aows Rashad w16024005  Lee Haley w16014111  Neetan Briah w16028251  Umar Shaban w16015928  In the third week we are just catching up with each other about the work we have done the deadline for the TOR is still not for another 11 days so we still have plenty of time. Last week we had the goal of completing some of the tasks that we were given. We are all at a good stage with all our work and are setting a good standard of work and time management. Each member of the group has done there scope of there subsystem for the TOR as we wanted to do these so we knew what our individual role for the project is. Aows has also submitted the ethics form and should hopefully get approval by next week. The remaining tasks for each member of the group are as follows:  Jordan Delaney: requirements capture plan  Aows Rashad: predicted look for system, costing  Lee Haley: introduction, stakeholder input, requirements specification list  Neetan Briah: research, Gantt chart  Umar Shaban: risk analysis, legal, social, ethical and professional analysis. | | |
| Agreed tasks for next meeting for each group member | | |
| For the meeting next week we will only be a few days away from the TOR hand in date so we are expecting everything to be finished for it. We should also get ethical approval for our project next week as well. Next week each member of the team should have there remaining tasks completed so we can check over everything as a team and submit the TOR off. | | |
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| Date / Time of next meeting | 21/02/19, 1.00PM | |

## Appendix D

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| Date and Time of Session | | 21/02/19, 1.00 PM |
| Brief description of work done by each group member since last meeting | | |
| Fourth group meeting, group members include;  Jordan Delaney w16015149  Aows Rashad w16024005  Lee Haley w16014111  Neetan Briah w16028251  Umar Shaban w16015928  In the fourth week we are putting all of the work we have done for the TOR together into one file and making sure it’s ready for submission. Everyone’s work has been to done to a good standard and we will be handing in the work on the 25th so we can put some finishing touches to the TOR and making sure it’s perfect. Every one of the team has completed their task that they were given last week and the TOR will be sent on Monday as just the presentation needs to be touched up. | | |
| Agreed tasks for next meeting for each group member | | |
| For next week’s meeting we will review the TOR look at all of the work done and then start planning for our project. The TOR is going to be vital for our project as this is our foundation where we build the website from as it has designs, research, stakeholder input, social, legal, ethical issues that we will have to look at and make a plan for our product in regards to these. Setting up a plan as a group in regards to the TOR will be the main goal for next meeting. On Monday Neetan will be handing in the TOR. | | |
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| Date / Time of next meeting | 28/02/19, 2.00PM | |

## Appendix E

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| Date and Time of Session | | 28/02/19, 2.00 PM |
| Brief description of work done by each group member since last meeting | | |
| Fifth group meeting, group members include;  Jordan Delaney w16015149  Aows Rashad w16024005  Lee Haley w16014111  Neetan Briah w16028251  Umar Shaban w16015928  On Monday the 25th the TOR was submitted and we are awaiting the feedback from the TOR. As discussed in last weeks agreed tasks we are going to look at how we are going to go about the development of the product and this is what we did. We reviewed the TOR and all of the elements that this includes and have discussed how we want the website to look and feel. Each individual member will now take into account the work we have done in TOR and look at how they want their individual subsystem to look and feel. We have also discussed the general layout and design of the website. | | |
| Agreed tasks for next meeting for each group member | | |
| Each individual member of the group is going to have these tasks to do for next week so we can look at start implementing some of the designs for our website.  Jordan Delaney: subsystem 5 designs  Aows Rashad: subsystem 2 designs  Lee Haley: subsystem 4 designs  Neetan Briah: subsystem 1 designs  Umar Shaban: subsystem 3 designs  So next week should have some designs and can start coding some of our individual subsystems we will also look at general layout and design of the website and take this into consideration when starting to code our subsystems. | | |
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| Date / Time of next meeting | 07/03/19, 2.00PM | |

## Appendix F

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| Date and Time of Session | | 07/03/19, 2.00 PM |
| Brief description of work done by each group member since last meeting | | |
| Sixth group meeting, group members include;  Jordan Delaney w16015149  Aows Rashad w16024005  Lee Hayley w16014111  Neetan Briah w16028251  Umar Shaban w16015928  In this week we will be looking at the designs that each group member has made and we will be looking at starting to code for our individual subsystem. We have looked at TOR and decided that the styling for our website is going to be done with bootstrap as Me, Neetan, Aows and Jordan have all used is it before in team projects in the past. | | |
| Agreed tasks for next meeting for each group member | | |
| From this week on we will be focusing on individual subcomponents and each week we will be catching up on everyone’s individual work. For next week’s work we are going to be wanting these tasks completed:  Jordan Delaney: subsystem 5: Must allow only registered members to search by keyword across all categories (i.e. routes, events and registered users).  Aows Rashad: subsystem 2: Must allow all registered members to suggest/recommend routes (i.e. create, edit, delete route suggestions based on text and graphic route representations).  Lee Haley: subsystem 4: Must only allow organising committee members to create and view threads (topics) for discussion.  Neetan Briah: subsystem 1: Must allow different levels of user (standard member/organising committee member/admin) with different permissions.  Umar Shaban: subsystem 3: Must allow all registered members to create, edit, delete and archive a one-off or reoccurring event (running or social).  We will be expecting people to of at the very least started these if not completed their first task of the subsystem. | | |
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| Date / Time of next meeting | 14/03/19, 2.00PM | |

## Appendix G

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| Date and Time of Session | | 14/03/19, 2.00 PM |
| Brief description of work done by each group member since last meeting | | |
| Seventh group meeting, group members include;  Jordan Delaney w16015149  Aows Rashad w16024005  Lee Hayley w16014111  Neetan Briah w16028251  Umar Shaban w16015928  In the seventh week we have looked over what everyone has done from the tasks that were given out last week. Everyone has started there subsystems, Neetan has made more progress than anyone else and is currently ahead of schedule. He has completed his first task of his subsystem and started on his second task. Me, Aows, Umar and Jordan are making steady progress and have started on the first task of our subsystem. | | |
| Agreed tasks for next meeting for each group member | | |
| For next week’s meeting we will be expecting everyone to made progress with their subsystems. Given Neetan has done his first task of the subsystem he can work towards his second task. The other tasks are as follows for each person:  Jordan Delaney: subsystem 5: complete first task of subsystem, start on second if possible.  Aows Rashad: subsystem 2: complete first task of subsystem, start on second if possible.  Lee Haley: subsystem 4: complete first task of subsystem, start on second if possible.  Neetan Briah: subsystem 1: complete second task of subsystem (not as important)  Umar Shaban: subsystem 3: complete first task of subsystem, start on second if possible. | | |
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| Date / Time of next meeting | 21/03/19, 2.00PM | |

## Appendix H

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| Date and Time of Session | | 21/03/19, 2.00 PM |
| Brief description of work done by each group member since last meeting | | |
| Eight group meeting, group members include;  Jordan Delaney w16015149  Aows Rashad w16024005  Lee Hayley w16014111  Neetan Briah w16028251  Umar Shaban w16015928  In the eight week we have sat down and looked at everyone’s work, everyone is making good process given the how long left there is in the project. Aows is however a little bit behind and will need to make some progress for next week. Neetan is advancing at a great rate and has done task 2 of his subsystem so he now has three left. Jordan has done his first task and started on his second component. Umar has completed his first task and is making progress on his second task. I have done the first task and working towards the second task as well. | | |
| Agreed tasks for next meeting for each group member | | |
| For next week meeting each individual person is going to be working on their tasks for just like the previous weeks they will be as follows:  Jordan Delaney: subsystem 5: complete second task of subsystem  Aows Rashad: subsystem 2: complete first and second task of subsystem  Lee Haley: subsystem 4: complete second task of subsystem  Neetan Briah: subsystem 1: complete third task of subsystem (not as important)  Umar Shaban: subsystem 3: complete second task of subsystem  Neetan is ahead of schedule so his tasks are vitally important. Aows will need to hopefully catch up to me, Umar and Jordan. | | |
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| Date / Time of next meeting | 28/03/19, 2.00PM | |

## Appendix I

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| Date and Time of Session | | 28/03/19, 2.00 PM |
| Brief description of work done by each group member since last meeting | | |
| Ninth group meeting, group members include;  Jordan Delaney w16015149  Aows Rashad w16024005  Lee Hayley w16014111  Neetan Briah w16028251  Umar Shaban w16015928  In the ninth week we have sat down and looked at everyone’s work, everyone has done there first part of the subsystem which is great. Neetan has been absent from this week but is doing work at home and has done the first 3 parts of his subsystem so he is ahead of schedule. Aows has done no work and will need some serious catching up. Me, Jordan and Umar and working on components of our subsystem and not particular tasks we have all made progress on component 2 and also other components they are not fully functional yet though. | | |
| Agreed tasks for next meeting for each group member | | |
| For next week’s meetings the agreed tasks for each person will be as follows:  Jordan Delaney: subsystem 5: finish second task of subsystem and look at other components  Aows Rashad: subsystem 2: complete first and second task of subsystem  Lee Haley: subsystem 4: finish second task of subsystem and look at other components  Neetan Briah: subsystem 1: complete fourth task of subsystem (not as important)  Umar Shaban: subsystem 3: finish second task of subsystem and look at other components  Me, Umar and Jordan are going be looking at getting our other components to be more functional and hopefully getting one of the other components complete. Aows is some need of a serious catch up of work and will hopefully have some work done for next week. Neetan is ahead of schedule and has no serious tasks that are needed to be completed. | | |
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| Date / Time of next meeting | 04/04/19, 2.00PM | |

## Appendix J

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| Date and Time of Session | | 04/04/19, 2.00 PM |
| Brief description of work done by each group member since last meeting | | |
| Tenth group meeting, group members include;  Jordan Delaney w16015149  Lee Hayley w16014111  Neetan Briah w16028251  Umar Shaban w16015928  In the ninth week Aows has left the group as he has deferred and will be resitting his final year. Luckily with the way this assignment is structured this will not result in extra work for the rest of us, instead his subsystem (subsystem two) will be dropped. This is unfortunate as it will mean the website will lose some functionality, one of the main things that will change are Jordan’s functional requirement’s. As we will no longer have travel spots the ability to filter these will no longer be possible. Other than that the overall project has not been affected too heavily.  Everyone else in the group is making steady progress Jordan has completed the profile sections and Umar is continuing to work on getting the events editable from the edit event page. Neetan has completed all of his subsystems and has moved onto the group work as well as implementing his systems with the other member’s progress. Lee is continuing to work on getting the various elements of the discussion board to link together. | | |
| Agreed tasks for next meeting for each group member | | |
| For next week we have agreed that the rest of the group should aim to catch up to Neetan so that we can begin putting the various subsystems together.  Jordan – Start work on the search features of the website, begin to integrate the profile page with Neetans login systems so that it displays the logged in users details.  Lee – Continue to work on discussion board, attempt to have the various sections liked together properly so that you can retrieve a user from the database and display their posts on a topic.  Umar – Try to implement the edit event page, work with Jordan to get the events of the user linked to their profile.  Neetan – Work with the other members of the group to implement the login system and start to get the master copy of the website together. | | |
| Date / Time of next meeting | 11/04/19, 2.00PM | |

## Appendix K

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| Date and Time of Session | | 18/04/19, 2.00 PM |
| Brief description of work done by each group member since last meeting | | |
| Eleventh group meeting, group members include;  Jordan Delaney w16015149  Lee Hayley w16014111  Neetan Briah w16028251  Umar Shaban w16015928  Since last week we now have most of the systems functional, Jordan has a working search bar, this currently only searches for users and needs to work with umar so that events can be searched. Umar has completed the edit events page and will now work to finish off his subsystem as well as working with Jordan to implement their joint functionality’s. Neetan has implemented his login and user system with Jordan profile section creating dynamically created profiles. Lee is having some issues with the discussion board and will receive some assistance from the group this week to catch up. | | |
| Agreed tasks for next meeting for each group member | | |
| This week we will begin to properly put everything that is finished together so that we have the beginnings of the finished website and can then add more systems to it as they are completed.  Jordan- Have searching working with events as well as users, finish profile events section so that a list is generated dynamically of the events a user is attending.  Lee – Catch up with rest of group so that subsystem can start to be implemented into the finished website.  Umar- Integrate event functionality with other group members systems, merge what he has so far into the master version of the website.  Neetan – working on the master version of the website as well as help other members integrate the sections into the main site. | | |
| Date / Time of next meeting | 18/04/19, 2.00PM | |

## Appendix L

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| Date and Time of Session | | 18/04/19, 2.00 PM |
| Brief description of work done by each group member since last meeting | | |
| Twelth group meeting, group members include;  Jordan Delaney w16015149  Lee Hayley w16014111  Neetan Briah w16028251  Umar Shaban w16015928  Since last week each member has went onto complete the functional requirements for their various subsystems. This means that we can now begin to put together a fully functioning website. There are still some non-functional requirements that some members have. That they will try to work on in their free time, but for now the core of the website is completed and will be put together. | | |
| Agreed tasks for next meeting for each group member | | |
| For next week our aim is to have a fully functional website, this will allow us some extra time to add non-functional requirements and to tweak anything that we want to change before the hand in.  Jordan- Jordan’s profiles are already implemented however they will need to be linked to Umar’s events. As well as this his completed search features should be added to the main website.  Lee- Adding in the discussion board to the main site and linking it with Neetans loggin system so that permissions can be set and the posts can be linked to users  Umar- Fully implement the create events page to the main site as well as setting permissions for the different levels of users on the main site.  Neetan- Implementing his different user levels into Lee and Umars sections, as well as helping the group overall to get all the different bits of code working together. | | |
| Date / Time of next meeting | 24/04/19, 1.00 PM | |

## Appendix M

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| Date and Time of Session | | 24/04/19, 1.00 PM |
| Brief description of work done by each group member since last meeting | | |
| Last group meeting, group members include;  Jordan Delaney w16015149  Lee Hayley w16014111  Neetan Briah w16028251  Umar Shaban w16015928  Since last week we now have a fully functioning website, all functional requirements are met and the website follows a consistent theme. As the hand in is tomorrow this meeting is so we can go over everything as a group and make any last minuet changes or fixes that are required. | | |
| Agreed tasks for next meeting for each group member | | |
| Hand In assignment Tommrow. | | |
| Date / Time of next meeting | -- | |