VALLEY VIEW UNIVERSITY

A Seventh-day Adventist Institution of Higher Learning

*Ghana’s Premier Private University*



**SOFTWARE ENGINEERING**

**Group 4**

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**MINUTES FOR GROUP 4 MEETING DISCUSSIONS**

**MEETING 1**

**Date: 26th January, 2017** **Time: 16:30 GMT**

**Attendees**

1. Okoro Stephen
2. Okyere Bentil
3. Tetteh Wisdom
4. Larbi Amos
5. Efrim Aaron

**AGENDA: DELIBERATING ON WHICH PROJECT TO UNDERTAKE.**

**PROCEEDINGS:**

* Opening prayer by Wisdom
* The group deliberated on which organisation to visit
* Okoro suggested Valley Life Water Factory Company.
* Amos suggested to implement a Complaint Management system.
* The group upon discussion came to a decision to undertake the Valley Life Factory project.
* Closing prayer by Wisdom.
* Meeting was adjourned.

**MEETING 2**

**Date: 3rd February, 2017 Time: 10: OO GMT**

**Attendees**

1. Okoro Stephen
2. Okyere Bentil
3. Tetteh Wisdom
4. Larbi Amos
5. Efrim Aaron

**AGENDA: MEETING WITH THE MANAGER OF THE WATER COMPANY.**

**PROCEEDINGS:**

* Opening prayer by Bentil.
* Reading of the previous minutes.
* Enquiries about the problems facing the company by Amos.
* Manager gave a general overview of the activities within the company and the problems they face.
* The group laid down their intentions and project ideas to undertake to the manager.
* The manager gave us specifications of the project which he found suitable to solve their crisis.
* Manager gave us a brief tour of the company and the equipment used.
* Closing prayer.
* Meeting adjourned.

**MEETING 3**

**Date: 9th February, 2017 Time: 16:00 GMT**

**Attendees**

1. Okoro Stephen
2. Okyere Bentil
3. Tetteh Wisdom
4. Larbi Amos
5. Efrim Aaron

**AGENDA: BASELINE PROJECT PLAN**

**PROCEEDINGS:**

* Opening prayer by Stephen
* Reading of previous minutes.
* The group discussed about program language to implement the project.
* The group developed the baseline project plan and cost benefit analysis for the project.
* Documentation of the project outline and Cost benefit analysis.
* Closing Prayer by Stephen.
* Meeting adjourned.

**MEETING 4**

**Date: 12th February, 2017 Time: 14:30 GMT**

**Attendees**

1. Okoro Stephen
2. Okyere Bentil
3. Tetteh Wisdom
4. Larbi Amos
5. Efrim Aaron

**AGENDA: MEETING FOR SYSTEM ARCHITECTURE AND DOCUMENT.**

**PROCEEDINGS:**

* Opening prayer by Aaron.
* Reading of previous minutes.
* Bentil drew the Database model and system architecture with the aid of the group.
* The other members of the group decided to briefly taught Aaron the basic of HTML and PhP.
* Closing Prayer.
* Meeting adjourned.

**MEETING 5**

**Date: 16th February, 2017 Time: 17:00 GMT**

**Attendees**

1. Okoro Stephen
2. Okyere Bentil
3. Tetteh Wisdom
4. Larbi Amos
5. Efrim Aaron

**AGENDA: DIVISION OF LABOUR**

**PROCEEDINGS:**

* Opening prayer by Aaron.
* Reading of previous meeting.
* Bentil was assigned the creating of the database.
* Wisdom was assigned the developing of the interfaces.
* Stephen took the responsibility of SQL connections.
* Amos took other controls and security of the system at hand.
* Aaron on the other hand still had challenges with the coding aspect and was asked to research Invoice generation from the system.
* Closing prayer by Aaron.

**MEETING 6**

**Date: 23th February, 2017 Time: 17:20 GMT**

**Attendees**

1. Okoro Stephen
2. Okyere Bentil
3. Tetteh Wisdom
4. Larbi Amos
5. Efrim Aaron

**AGENDA: DEVELOPING THE USER AND SYSTEM REQUIREMENTS.**

**PROCEEDINGS:**

* Opening prayer by Amos.
* Reading of previous minutes.
* Reviewing on results of individual group member’s research n User and System requirements.
* The group now came up with the final User and System requirements documents after much deliberation.
* Closing prayer by Amos.
* Meeting adjourned.

**MEETING 7**

**Date: 3rd March, 2017 Time: 9:00 GMT**

**AGENDA: BRIEFING ON INDIVIDUAL TASKS ASSIGNED.**

**Attendees:**

1. Okoro Stephen
2. Okyere Bentil
3. Tetteh Wisdom
4. Larbi Amos
5. Efrim Aaron

**PROCEEDINGS:**

* Opening prayer Aaron
* Reading of previous minutes.
* Bentil briefed on the database of the system.
* Based on the database the group modelled the forms and the interfaces needed for the system.
* Wisdom showed the partially finished Admin page.
* Closing prayer by Aaron.
* Meeting adjourned.