

PROJECT PROP

PROCESS REPORT

Date: 03-09-2015

Group : E

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WEEK 11

AGENDA FOR MEETING – 16/11/2015

Time: 13:15

Location: Room 2.40

TOPICS

1. Discuss on the changes for UID's for Windows form application.
2. Discuss on class diagram.

WEEK 7, 8, 9, 10 (12/10/2015 – 16/11/2015)

AGENDA FOR MEETING – 12/10/2015

Time: 12:30

Location: Room 2.40

TOPICS

1. Should we include a payment page on our website for when users need to put more money on their account? The payment page will link to pay-pal with details of their individual event-account id.
2. Discuss on UID's for Windows form application.
3. Discuss other requirements for the C# applications. Should we include class diagrams/hierarchy in the set up document about C# applications?

Meeting minutes:

Topic of discussion
1. The implementation of payment page is SHOULD/ WOULD levels of Moscow.
2. User interface design should be designed with the User Case diagram to make the functionality of each form to become more clarification.
3. The class diagrams MUST be done in the next step of implementation.

Task assignments for week 7, 8, 9, 10 (From 12/10/2015 to 16/11/2015)

Name	Task Assignment	Tasks Status
1. Roman	Continue working on the web-sites. Combine all of webpages.	
2. Michel	Continue working on News webpage	
3. Bilal	Work on class diagram and implement 4 classes: GroupMember, Camp and Invoice.	
4. Thanh	Design class diagram Implement classes: EventAccount, Invoice_Items, Items, Invoice, MaterialInvoice, and Material. Set up the repository on GitHub.	Designed the class diagram Implemented assigned classes. Created ProP_LoopIT repository and sharing necessary documents and windows form application on it.

WEEK 6

AGENDA FOR MEETING – 05/10/2015

Time: 12:30

Location: Room 2.40

TOPICS

1. What will be the dynamics of the web application registration? Should we give the users a personal log-in space? Or should we use another method for keeping users updated?
2. Discuss website and work done on it so far.
3. Finalize ERD diagram and discuss any changes that need to be made.
4. Discuss other requirements for the C# applications. Should we include class diagrams/hierarchy in the set up document about C# applications?
5. Discuss what process or framework to use in creating UID's for the C# applications.

Meeting minutes:

Topic of discussion
1. It is good to give users the personal log-in space, this feature could be in the SHOULD. It is possible to choose another way like sent an email to the client to confirm their registration. In this case, need to take care the validity of email and some security problems.
2. Discussed on 4 webpages: registration page, payment request page, camp reservation and contact page. It's should add client-side validation for the field that must be entered by users and checked for some special input like email.
3. Discussed on ERD design.
4. User Interface design should be implemented with Windows form application of Visual Studio.

Task assignments:

Name	Task Assignment	Tasks Status
1. Roman	Continue working on the web-sites. Combine all of webpages.	
2. Michel	Continue working on News webpage Work on user interface design for Loan material and exit event in C# application	
3. Bilal	Work on process report for week 6. Work on Camp reservation and checking the status of the event user interface design for the C# application	Prepared process report for week 7. Finished requirements and functionality document for pay-pal C# application. Wrote documentation for the ERD. Updated and wrote changes for the processes of the event as discussed in the previous meetings. Made UID for pay-pal app and camp

		reservation app in Visual Studio C#.
4. Thanh	<p>Prepare task assignment, process report, minutes and compile all the members' work.</p> <p>Work on starting up project for windows application.</p> <p>Work on entrance event and food and drink UID's for C# application.</p> <p>Update the database – add one more field for payment status (in advance or not)</p>	<p>Prepared task assignment, process report, minutes and compile all the members' work.</p> <p>Worked on starting up project for windows application, implemented the main form.</p> <p>Worked on the UID's design for food and check in at the entrance of the events.</p>

WEEK 5

AGENDA FOR MEETING – 28/09/2015

Time: 12:30

Location: Room 2.40

TOPICS

1. What process should be for depositing money on RFID bracelets?
 - Will the payment for deposits be made in cash or other way? We propose either of 3 ways:
 - Have C# application for the deposits where you accept cash from the participant and update his/her balance.
 - Allow user to make a large payment when he/she registers so they can spend more.
 - Allow the participant to pay by some terminal that uses PayPal.
2. Discuss ERD design and documentation up to this point (*Set-up documents, chapter 4*)
3. Discuss progress on website – Link website: <http://athena.fhict.nl/users/i295945/ProP/index.html>

Meeting minutes:

Topic of discussion
1. Discussed on payment processes. Payment in cash WOULD be implemented and the actual payment implementation through the website is optional, SHOULD/WOULD be implemented.
2. Discussed on RFID functionalities.
3. Discussed on ERD diagrams.
4. Focus more on implementation of the website. Each person should be implemented one or two webpage(s).

Task assignments:

Name	Task Assignment	Tasks Status
1. Roman	Continue working on the websites	
2. Michel	Work on the website: implement News webpage and Contact pages.	Worked on Contact webpage. News webpage needs further information about the festival.
3. Bilal	Work on process report for week 5. Work on camp reservation webpage.	Worked on event registration webpage.
4. Thanh	Prepare task assignment, process report, minutes and compile all the members' work. Work on event registration webpage and update the database model.	Worked on process report. Worked on ERD. Worked on event registration webpage.

WEEK 4

Time: From 21/09 to 27/09/2015

AGENDA FOR MEETING – 21/09/2015

Time: 12:30

Location: Room 2.40

TOPICS

1. Discuss on the payment for food and drinks and hire camping materials
 - Is it necessary to asked visitors pay a deposit for the items that they rent and return this amount when visitors leaving after the events?
 - Can visitors allow to pay more than the balance amount and they will pay latter on when they check out?
2. There is still confusion on what exact format must be followed for the setup documents pertaining to C# applications.
 - Currently we're designing the C# apps haphazardly and we need to address on having a single format
 - For the setup documents for the C# applications is agreed that:
 - It is agreed that we have to define the process that each C# app will facilitate
 - It is agreed that we use the MoSCoW format to outline priority for the requirements for each application
 - What additional concrete measures should we take in the design stage of the C# applications to make the implementation and programming process of the applications easier?

Meeting minutes:

Topic of discussion
5. Feedback on process report: complement the matrix of task division.
6. SHOULD ask visitor pay a deposit for the loaning items.
7. Focus more on the database design and built up the real database.

Task assignments:

Name	Task Assignment	Tasks Status
1. Roman	Start programming the web pages Target: Index/Home page,	Worked on starting project of website.
2. Michel	Make designs and plan for webpages for registration, making event account payment, and camp reservations as discussed in	Worked on designs and plan for webpages.

	our last meeting. If possible start coding in html as well.	
3. Bilal	Work on process report for week 4. Work on documentation for the ERD design. Work on design and functionalities C# application for converting pay-pal text file. Also make class diagrams if possible for the C# application.	Worked on process report Worked on design and functionalities.
4. Thanh	Prepare task assignment, process report, minutes and compile all the members' work. Work on ERD in data modeler.	Worked on process report Worked on minutes Worked on ERD in data modeler and generated DLL file.

WEEK 3

Time: From 14/09 to 20/09/2015

AGENDA FOR MEETING – 13/09/2015

Time: 1:15 pm

Location: Room 2.40

TOPICS

1. Discuss what identification system to use for the visitors (RFID or QR code).
 - a. Discuss on the implementation tasks required for the identification method that we select.
2. Discuss the exact payment details and check out process for the camping site.
 - a. Case says that payment would be made after the visitors decide to check out of their camping sites? Discuss pros and cons of that.
 - b. Can payment for camping site be made in advance? Is financially more sound because there could be problems with visitors not paying when they check out.
3. Discuss website site-map, format and layout design.
 - a. Discuss the functionalities that the website has to have within the MoSCoW framework.
 - b. What other important additions or deletions need to be made with regards to the website?

Meeting minutes:

Topic of discussion
8. Feedback on project report
9. Identification methods: recommend to choose RFID (QR code is not security, easy to copy)
10. Payment for the camping slot, it COULD be made after the visitor decide to check out their camping sites.
11. Website site – map, format and layout design look good. Recommend that the implement of web pages should follow the MoSCoW. It's not necessary to build up all of them

Resolutions

1. It was decided in the last meeting that we will use RFID as the identification mechanism for the festival event
2. It was clarified in the last meeting that the payment for camp reservations must be paid in advance by the campers.
3. Apply MoSCoW framework to the website.

Task assignments:

Name	Task Assignment	Tasks Status
1. Roman	Use MoSCoW method for the website design. Summarize the information requirements for the website and the step by step process of the websites functionality	Worked on MoSCoW method for the website. Started with website version 1.

	which would also help in the database design.	
2. Michel	Work on database design and begin mapping of ERD.	ERD already started. Worked on database design and the website functionalities.
3. Bilal	Prepare task assignment, process report, minutes and compile all the members' work. Work on the systems requirements for the C# application for translating paypal text file and application for reporting on status of the event.	Worked on process report and agenda for week 4. Worked on preparing functional requirements for C# application for reporting.
4. Thanh	Prepare task assignment, process report, minutes and compile all the members' work. Work on the system requirements of the C# application to be used at shops and stand for loaning material.	Worked on process report. Worked on the setup documents Worked on the functionalities for sale food & drink application Worked on the functionalities for loan materials.

WEEK 2

Time: From 07/09 to 13/09/2015

Meeting minutes:

Topic of discussion
12. Disagreement about the logo → Revise and create the website
13. Make process report that contains all the minutes of meetings, task assignments and the status of the tasked (completed or not, solution & problems)
14. Discuss on some questions coming up on week 1 <ol style="list-style-type: none">Shall every participant in the event have to have a camping reservation? → No, not all participants have to have a camping reservation.Enable online payments using text files but do not limit applications such that they will not accept cash payments.Integrate Twitter, Facebook etc. into the website.
15. Prioritize tasks using MOSCOW/MOSQUITO.
16. Make concrete task assignments for each group member.

Resolutions:

- Our members decided on the proposal to have a jazz music festival and all our project plan would be made in accordance with the goal of trying to organize this music festival.
- Roman has been assigned to recreate the logo and the new name decided for the group is Loop IT.



- Not all participants in the event need to have a camping reservation. This leaves the possibility for day visitors to the festival who would not be staying on the festival premises but will be able to visit the festival and participate in it nonetheless.
- Use MosCow framework for prioritizing features and functionalities of the applications and website between what you must have, should have, could have and won't have

Task assignments:

Name	Task Assignment	Tasks Status
1. Roman	Propose and work on web page hierarchy and a design layout for each of the webpages. Summarize the information requirements for the website and the step by step process of the websites functionality which would also help in the database design.	Worked on new group logo. Worked on sitemap and wireframe. Worked on description for the website.

2. Michel	Make proposal for the event and outline the step by step processes needed for website registration functionality.	Working on it, checking different previous events and the way they were organized. For the website registration and functionality I have found the basic steps need to have our websites published and functional. I will keep evaluating the best option for our case.
3. Bilal	Prepare task assignment, process report, minutes and compile all the members' work. Research and summarize the possible identification systems to be used in the event: QR code, barcode or RFID. Discuss the pros and cons for each method in next meeting and decide on an identification system. Begin work on outline and step by step functionality for entrance requirements for the event.	Worked on website plan documentation. Worked on identification system documentation for deciding what system to use (will discuss in next meeting with the coordinator). Worked on documentation for the camping reservation app.
4. Thanh	Prepare task assignment, process report, minutes and compile all the members' work. Begin work on outline and step by step functionality for entrance requirements for the event. Work on project plan.	Worked on process report. Worked on the project plan. Worked on the setup documents Worked on the functionalities for entrance requirements for the event.

Problems and suggested solutions:

Problems or questions	Solutions

WEEK 1

Time: From 31/08 to 06/09/2015

List of discussing point and results

1. Discussed and fingered out the name and the logo of group
2. Discussed and divided about the roles and tasks of every member group

Role	Tasks	Name of member
Group leaders & Chairman	The initiator of the project Has an overview, actual status of the project Divides the tasks among the group members Makes sure everybody understands what to do Checks progress, if necessary adjusts the schedule Contact to the client	Bilal, Roman
Secretary	Responsible for the process report Arranges appointments Makes note of agreements Responsible for all project documentation Together with the project leader responsible for the weekly agenda and minutes	Thanh
Quality manager	Responsible for the quality of the code and comments Responsible for the designs Agrees upon an style of coding and guards that Guards the consistency between design and implementation Implements a VCS preferably in SVN or Git Guards the requirements and their implementation	Michel
Minute taker	Take note for every meeting minutes	Thanh

3. Discussed the list of question to interview the client base on the given case:

Questions

When people make a reservation for the event, is it mandatory to require them make a reservation for camping spot of their group simultaneously? - No

Is it possible if one group member reserve for all members of the group?

To make a reservation for a camping spot for a group of participants, one of them will get the bill? How is the way that the bill will be delivered to the participants (be informed by email with the identity number before the event and they will paid it at the camping during the event or they have to paid the deposit for renting?

For the deliverables, we have to deliver application to be used at the entrance of the event, entrance of the camping, at shops, at stand of loaning materials... Do you want to implement these applications independently or integrate them in one application?

About the idea that visitors can have the possibility to communicate about their experience via some social networks like Facebook, LinkedIn or Twitter. Could you explain more details about this idea? What are you expect for the website beside the possibility for visitor placing the tweeds?

What kind of identification should we designate for the visitors of the festival? The case lists RFID, barcode and QR codes. We should discuss the pros and cons of these identification systems. Also how do we enable these identification systems to allow visitors to pay for food and drinks as the case suggests.

What kind of layout design should we have for website? What kind of functionalities will it need eventually?

How would we maintain entrance/re-entrance and exit of participants of the event to the venue? (Again has to do with the identification method we use RFID, QR code etc.)

How do we setup a database and link the website and necessary applications to it? (This question should be discussed at a later stage because we do not know about it enough just yet.) This would be vital if we want to make the event a cash free event.

How to setup cash free transaction mechanisms at the stalls for food, drinks and material stalls.

List of things the festival has to have:

Information sharing about event on social media such as facebook, twitter etc.

IT support on the ground -PC doctor- how do we set that up

Website for the event

Requirements for website:

Should have information about the event

Should allow users to make reservations for camping ground area

Each participant has to be assigned a unique identification number

Website should allow users to make payment deposits for the event

