**Group 20 Planning – Deborah, Lee & Joel**

Meeting 1 – (Deborah & Lee)

* Discuss basic system requirements – In this meeting we discussed the basic functional requirements needed in the system, from the system fundamental requirements, to the different pages and functions needed all to ensure we have a total understanding of the task.
* System tool set up – we also dedicated this meeting to ensuring the systems on both parties was set up and ready to begin, this was done by setting up NetBeans, a local server, an SQL database and also testing it all with a “Hello World” program to ensure it was all running fine.
* Contact the rest of the team – ensuring the team was all together meant having contact with every member however we had another member on the team which we couldn’t seem to get in contact with (Megan)

Meeting 2 – Virtual (Deborah & Joel)

* Set up communication – this meeting was held to obtain better remote communication between the group due to difficulties with obtaining physical meetings where the whole group would be present.
* Discuss process – we began by discussing how we were going to break up the task between the three of us

Meeting 3 – Virtual (Deborah, Lee & Joel)

* Discuss how the task will be split – this meeting was held to discuss how we would split up the task as follows
  1. Specification/Design – Joel
  2. Back end development – Lee/Deborah
  3. Front end development - Joel
  4. Testing – Lee/Deborah
* Set up version control – we chose to use GitHub due to previous experience using this system & set up the directory with all members added
* Assigned sprints to be completed in order of priority –
  1. Home page – register & log in (20 min limit)
  2. Member page – check balance, make payment etc
  3. Admin page – see memberships/see claims etc
  4. Navigation
  5. All other functions

These sprints are aimed to be completed in five day blocks until submission

Meeting 4, 5 & 6

* Catch up meetings - The following meetings were small meetings to catch up on the progress of each team member’s tasks, they were done both physically, to work together on the code and virtually, to check up on progress. Within the physical meetings we worked on developing the system together. Seeing as the group we have has very limited numbers, using one machine with “pair programming” had great results and meant we were all involved on the system’s development in parallel.