Minutes of Meeting

Date	Friday, 30 January 2015
Time	12.00-14.30
Venue	Bench in front of SCE Office
Purpose	Understanding the project, Enacting the case for requirement elicitation
Facilitator	
Note-Taker	Deka
Attendees	All Members

	Discussion and Decision	Action By (Person Responsible/Deadline)
1.	Review of project description, and the overall project	Deka
2.	Find out about Hospital/Medical Practice	Everyone
3.	Elicit requirements (functional and non-functional)	Everyone – 6 February 2015

Minutes of Meeting

Date	Friday, 6 February 2015
Time	1230-1430
Venue	Bench LT08
Purpose	Elicit requirements, SRS Documentation Workload Division
Facilitator	
Note-Taker	Deka
Attendees	All members

	Discussion and Decision	Action By (Person Responsible/Deadline)
1.	Review the previous requirement elicitation, enacting the situation between patient, doctor and medical practice to gain more insights about the project requirements	Everyone
2.	Finalise the requirements	Everyone by 10 February 2015
3.	Divide the SRS workload: - Project Description & Data Glossary: Zillion - Functional Requirements: Deka, Shreyas, Ankur - Non-functional Requirements: Stefan	Zillion, Deka, Shreyas, Ankur, Stefan by 10 February 2015
4.	Use Case Diagram and Description workload division: Functional requirement for account: Shreyas Functional requirement for appointment: Deka Functional requirement for medical history: Zillion Functional requirement for notification and reminder: Stefan	Deka, Shreyas, Zillion, Stefan by 10 February 2015
5.	Lo-fi UI Prototype	Joshua by 10 February 2015

Minutes of Meeting

Date	Tuesday, 10 February 2015
Time	10:30-12:30
Venue	Software Laboratory 4 (2nd Lab)
Purpose	Finalise initial class diagram and sequence diagram
Facilitator	
Note-Taker	Ankur
Attendees	All members

	Discussion and Decision	Action By (Person Responsible/Deadline)
1.	Discuss about class diagram, what attributes and which method to include mainly about the entity classes	Everyone
2.	Discuss about the sequence diagrams	Everyone
3.	Review the functional requirements and use case diagrams, match the content with project description requirements and lab manual	Everyone
4.	Finalise use case diagram and requirements	Everyone by 15 February 2015
5.	Discuss feedback for the UI prototype	Joshua
7.	Enact flow of actions for create appointment: draw the sequence diagram	Everyone
8.	Divide the sequence diagram workload: - Create Appointment: Zillion - Edit Appointment: Deka - View and Edit Medical History: Stefan - Referral and FollowUp: Ankur - Sign Up, Login, Sign Out: Shreyas	Zillion, Deka, Stefan, Ankur, Shreyas by 19 February 2015
9.	Revise the UI prototype based on feedback	Joshua by 19 February 2015

Minutes of Meeting

Date	Friday, 20 February 2015
Time	12:00 - 16:00
Venue	TR+58
Purpose	Finalise SRS and start on the System Object Design stage
Facilitator	
Note-Taker	Deka
Attendees	All members

	Discussion and Decision	Action By (Person Responsible/Deadline)
1.	Review class diagram, and finalize the initial class diagram	Everyone
2.	Discuss about the technical aspect of the program: - Database: SQLite - Tools: AndroidStudio 1.0 - Programming Language: JAVA - Minimum SDK: 14	Everyone
3.	Start on State Machine Diagram - Account Management Subsystem: Shreyas - Appointment Management Subsystem: Shreyas, Deka - Medical History Management Subsystem: Zillion - Notification and Reminder Management Subsystem: Stefan	Shreyas, Deka, Zillion, Stefan by 1 March 2015
4.	Divide the implementation workload (loose): - Android side: Shreyas, Zillion, Stefan - Database side: Joshua, Ankur, Deka	Everyone by 2 March 2015
5.	Work Breakdown Structure	Deka, Joshua
6.	Project Schedule (Gannt Chart)	Deka
7.	Revisit SRS and necessary any updates when needed	Ankur

Minutes of Meeting

Date	Monday, 2 March 2015
Time	11:00-15:30
Venue	Reading Room Hall 14
Purpose	Finalize the design phase and transition to the implementation stage
Facilitator	
Note-Taker	Shreyas
Attendees	All members

	Discussion and Decision	Action By (Person Responsible/Deadline)
1.	Review the class diagram, sequence and state machine diagram	Everyone
2.	Discuss about combining the UI prototype, the object and dynamic model into solution model → convert prototype and models into codes	Everyone
3.	Decide on creating the UI layout first, workload division: - sign in, sign up, forgot password, logout, datepicker: Shreyas - create appointment, edit appointment, medical history form, view medical history, and edit medical history: Zillion - referral and follow up: Ankur - view appointment, list of appointments, appointment adapter: Deka	Shreyas, Zillion, Ankur, Deka by 5 March 2015
4.	Start the implementation (solution model) to the problem: - Entity classes: Deka - Control classes: Joshua	Joshua, Deka by 5 March 2015
5.	Revisit class and sequence diagram and add necessary updates when needed	Stefan
6.	Revisit sequence diagram and state machine diagram and add necessary updates when needed	Shreyas

Minutes of Meeting

Date	Wednesday, 4 March 2015
Time	13:00-16:30
Venue	Reading room hall 14
Purpose	Finalise mobile application name, solution domain workload division
Facilitator	
Note-Taker	Shreyas
Attendees	All members

	Discussion and Decision	Action By (Person Responsible/Deadline)
1.	Review about UI prototype, and updates	
2.	Set up github, settle on the name of the mobile application: MediPoint	Deka, Zillion
3.	Android implementation	Shreyas, Deka, Zillion, Stefan
4.	Database	Ankur, Joshua, Deka, Shreyas
5.	Application Logic	Joshua
6.	Handling all the UIs that has been created → integrate so that they all become consistent and simple	Zillion
7.	Dropdown Options logic	Ankur
8.	Messaging services, notification and reminders	Stefan

Minutes of Meeting

Date	Friday, 6 March 2015
Time	13:00-16:30
Venue	Reading Room Hall 14
Purpose	
Facilitator	
Note-Taker	Stefan
Attendees	All members

	Discussion and Decision	Action By (Person Responsible/Deadline)
1.	Review the tasks	
2.	Implement the logic classes (control classes/managers) and Container classes	Joshua by 13 March 2015
3.	Implement the entity classes	Deka by 13 March 2015
4.	Implement the database schemas	Deka, Shreyas by 15 March 2015
5.	Finalise the UI layout (XML files)	Zillion by 16 March 2015

Minutes of Meeting

Date	Tuesday, 17 March 2015
Time	10:30-17:30
Venue	South Spine Bench B3
Purpose	Code Implementation and Testing
Facilitator	
Note-Taker	Zillion
Attendees	All members

	Discussion and Decision	Action By (Person Responsible/Deadline)
1.	Update the coding progress	Everyone
2.	Set up a few options for meeting place for coding: South Spine Bench, SPMS, SAC, Global Lounge	
3.	Combine UI layout, logic manager and database while doing testing and debugging	Everyone by 24 March 2015
4.	Coding workload: - Boundary and Control for Account Management System: Shreyas - Boundary and Control for Medical History Subsystem: Zillion - Boundary and Control for Appointment Management System: Deka, Ankur (populating data into spinners), Joshua (application logic) - Control for Notifications and Reminders: Stefan - Main Activity (tabbed): Zillion and Deka	Everyone by 24 March 2015
5.	Debugging and 'supervise' the codes	Joshua by 5 April 2015
6.	Revisit class diagram and sequence diagram and make necessary changes	Stefan by 3 April 2015

Minutes of Meeting

Date	Friday, 27 March 2015
Time	15:30-21:00
Venue	SAC
Purpose	Code Implementation and Testing
Facilitator	
Note-Taker	Zillion
Attendees	All members

	Discussion and Decision	Action By (Person Responsible/Deadline)
1.	Update each other about the coding progress	Everyone
2.	Connect everything (the classes and all the functionalities) together	Zillion, Ankur, Shreyas by 5 April 2015
3.	Revisit use case model and check its traceability in our app	Deka by 27 March 2015
4.	Debugging and fixing the bugs	Joshua by 5 April 2015
5.	Finalise class diagram	Stefan by 5 April 2015

Minutes of Meeting

Date	Friday, 5th April 2015
Time	13:00 − 21:00
Venue	SPMS
Purpose	Code Implementation and Testing, Preparing for demo
Facilitator	
Note-Taker	Joshua
Attendees	All members

	Discussion and Decision	Action By (Person Responsible/Deadline)
1.	Testing	Joshua by 11 April 2015
2.	Finding bugs and code debugging	Ankur, Shreyas, Zillion, Deka, Stefan by 11 April 2015
3.	Start making the slides for demo and prepare script	Ankur, Deka by 7 April 2015
4.	Edit the slides, make it into final, Prepare demo script for application demo	Zillion by 11 April 2015

Minutes of Meeting

Date	Friday, 10 April 2015
Time	16:30 – 23:00
Venue	TR+9
Purpose	Preparing for demo, lab deliverables
Facilitator	
Note-Taker	Deka
Attendees	All members

	Discussion and Decision	Action By (Person Responsible/Deadline)
1.	Check the app and debug if necessary	Ankur, Shreyas, Joshua by 13 April 2015
2.	Prepare for the demo: - Introduction: Zillion - Technial Aspects of the app and SDLC: Shreyas - App highlights and design pattern: Ankur - Application demo: Joshua, Deka - Moderator: Stefan	Everyone by 13 April 2015
3.	Give javadoc	Everyone by 15 April 2015

Minutes of Meeting

Date	Thursday, 17 April 2015
Time	11:00 − 15:30
Venue	South Spine Bench B3
Purpose	Preparing for lab deliverables
Facilitator	
Note-Taker	Ankur
Attendees	All members

	Discussion and Decision	Action By (Person Responsible/Deadline)
1.	Finalise the lab deliverables: SRS: Ankur Diagrams: Shreyas Video Demo: Zillion Work Breakdown Structure: Joshua, Deka Source Code: Joshua Wikia: Stefan JavaDoc: Everyone	Everyone by 19 April 2015
2.	Prepare the script for demo video	Zillion by 18 April 2015
3.	Do the wikia	Everyone by 19 April 2015

Minutes of Meeting

Date	Sunday, 19 April 2015
Time	15:00-19:00
Venue	Lab submission
Purpose	Preparing for lab deliverables
Facilitator	
Note-Taker	Stefan
Attendees	All members

	Discussion and Decision	Action By (Person Responsible/Deadline)
1.	Final check of the lab deliverables	Everyone by 19 April 2015
2.	Submission to SVN and checking wikia	Deka by 19 April 2015