

Agenda and Minutes of Meeting Documentation

Everything regarding the sent emails containing the Agendas and the Minutes of Meetings are stored in these files.

AGENDA –

Minutes of Meeting 26/04/2023

Participants: Nazim (chairman), Claudiu (secretary), Luca and Desislav

Technical teacher: Jesús Ravelo

We didn't know we had to submit an agenda for this first meeting so here are the things we talked about:

- Project Plan
- Brainstorming Document
- General Feedback

Minutes of Meeting

Nazim went over our project plan, table of contents, and discussed how to improve the summary of problems and risks sections. We also talked about adjusting Moscow priorities, dividing work among members, and including the brainstorming process in our document.

We also talked about the importance of having meeting agendas and better organization, as well as rotating project roles and encouraging more participation from everyone. We're also going to need a process report and making sure our plan aligns with Fontys' timeline.

Quick reflections and feedback:

- For the summary of the problems, make it into paragraphs instead of bullet points and explain the general situation of the problem.
- For the risks, provide solutions for each risk individually and make the section more compact.
- Summarize the risks that could happen, not things that are under control or are normally respected.
- In the Moscow, change the order of some priorities.
- For the schedule, plan as a group first, then divide the work among group members.
- Include the brainstorming process in the document.

- Provide the teacher with an agenda at the beginning of the meeting.
- Discuss and assign project roles, including a chair and a secretary for each meeting, and rotate these roles among group members.
- The project leader role can also be rotated, but not weekly.
- Create a process report that shows weekly objectives and accomplishments for each group member.
- Ensure the plan matches the proposed plan on Fontys and does not run late on anything.
- Encourage all group members to participate in future meetings, not just one person presenting most of the details.

Kind regards,

Group 2-2 (Claudiu, Nazim, Desislav, Luca)

Minutes of Meeting 10/05/2023

Participants: Nazim, Claudiu, Luca(secretary) and Desislav (chairman)

Technical teacher: Jesús Ravelo

Agenda:

Discussion on UML diagram and progress so far

Presentation on Figma prototype by Claudiu

We started the meeting with a presentation of the Figma prototype by Claudiu. The prototype consists of two forms and more tabs, and we will be using a QR login system. Claudiu shared a prototype for each tab and explained that the prototype has been made for both the admin and the tenants.

Moving on to the UML diagram, we discussed the changes that we made from the previous version. We changed the associations and added manager classes. The admin is responsible for creating and assigning classes, while the tenant is responsible for communicating with that class. The events have a 1-to-1 ratio, and the tasks have a 0-to-2 ratio. For groceries, we have a 0-to-infinite ratio. One detail about the multiplicities is that one user manager connects to many users.

We also discussed complaints, which should be made by tenants about other tenants. We fixed the complaints and added one data field for who made the complaint and one for the one receiving the complaint. Each task will be assigned to one user.

Finally, we created a process report, which shows weekly objectives and accomplishments for each group member. We also discussed group names and decided that we will choose a name for our group in the next meeting.

Quick reflections and feedback:

We need to further develop the UML diagram and make sure all the relationships are correct.

We should make sure that the process report is up to date and accurately reflects our progress.

We need to change the current solution for the complaint's system, so we make it that way the tenants can complain about other tenants or the admin and the complaint is made by someone and received by the person the complaint is about, not every other tenant.

We also should make it that way that, the responsibility of creating and assigning classes lies with the admin, while the responsibility of communicating with that class lies with the tenant.

Kind regards,

Group 2-2 (Claudiu, Nazim, Desislav, Luca)