

PROJECT cORE PHASE

Meeting Agenda



April 2, 2019

Fontys university of applied sciences

Rachelsmolen,561MG

Summary

Contents

[Group Members 4](#_Toc5721494)

[Meeting#1 4](#_Toc5721495)

[Date and Time 4](#_Toc5721496)

[Members Attendance 4](#_Toc5721497)

[Preparation 4](#_Toc5721498)

[Discussion 4](#_Toc5721499)

[Feedback 5](#_Toc5721500)

[Tasks 5](#_Toc5721501)

[Conclusion 5](#_Toc5721502)

[Meeting#2 5](#_Toc5721503)

[Date and Time 5](#_Toc5721504)

[Members Attendance 5](#_Toc5721505)

[Preparation 5](#_Toc5721506)

[Discussion 5](#_Toc5721507)

[Feedback 5](#_Toc5721508)

[Tasks 5](#_Toc5721509)

[Conclusion 5](#_Toc5721510)

[Meeting#3 6](#_Toc5721511)

[Date and Time 6](#_Toc5721512)

[Members Attendance 6](#_Toc5721513)

[Preparation 6](#_Toc5721514)

[Discussion 6](#_Toc5721515)

[Feedback 6](#_Toc5721516)

[Tasks 6](#_Toc5721517)

[Conclusion 6](#_Toc5721518)

[Meeting#4 7](#_Toc5721519)

[Date and Time 7](#_Toc5721520)

[Members Attendance 7](#_Toc5721521)

[Preparation 7](#_Toc5721522)

[Discussion 7](#_Toc5721523)

[Feedback 7](#_Toc5721524)

[Tasks 7](#_Toc5721525)

[Conclusion 7](#_Toc5721526)

[Meeting#4 8](#_Toc5721527)

[Members Attendance 8](#_Toc5721528)

[Preparation 8](#_Toc5721529)

[Discussion 8](#_Toc5721530)

[Feedback 8](#_Toc5721531)

[Tasks 8](#_Toc5721532)

[Conclusion 8](#_Toc5721533)

# Group Members

|  |  |
| --- | --- |
| Members name | Student Number |
| Alex Kersjes(group leader) | 3361616 |
| Dholon Akter | 3047040 |
|  |  |
|  |  |
|  |  |

# Meeting#1

The meeting is about to discuss the proposal of application and project plan.

### Date and Time

Meeting-Date: 12 February 2019

Time :1.10

## Members Attendance

|  |  |
| --- | --- |
| Members name | Attendance |
| Alex Kersjes(group leader) | present |
| Dholon Akter | present |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

### Members Role

### Preparation

* Discuss about the proposal of Application that we have chosen city traffic simulation
* To share the idea general overview of application
* To know the feedback our first version Project plan

### Discussion

* We have discussed about our application(city traffic simulation),how we will work and what we are going to make it.

### Feedback

* In a first meeting we have not received feedback from the teacher about project plan. He told us that he will give feedback in git and discuss with next meeting.

### Tasks

|  |  |
| --- | --- |
| Task to do | Assigned To Members |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

### Conclusion

# Meeting#2

### Date and Time

## Members Attendance

|  |  |
| --- | --- |
| Members name | Attendance |
| Alex Kersjes(group leader) | present |
| Dholon Akter | present |
|  |  |
|  |  |
|  |  |

### 

### Preparation

1. We have made our first draft of project plan and what we need to do next to improve our project plan
2. What should be our initial tasks to look through our application
3. Shared the idea about our application that we discussed and made some sketches of our design

### Discussion

Here below what we have discussed with tutor so far. According to the discussion, what task we should do’’

1. Firstly, we discussed about our idea of city traffic Simulation Application that we made some sketches and we have received some idea how we can start our project
2. Using data tools
3. Need to follow Agile way
4. Team collaboration. Everyone should collaborate of each field (Design, documentation and Implementation).s
5. Use case diagram
6. Class diagram

### Feedback

We have received feedback about our project plan in git .So we are going to look through in git.

### Tasks

|  |  |
| --- | --- |
| List of Tasks | Assigned to group member |
| Use case diagram | Gang Feridand Dinga |
| Class diagram | Dholon Akter,Sandro |
| Project plan | Everyone |
|  |  |
|  |  |

### Conclusion

## Meeting#3

### Date and Time

## Members Attendance

|  |  |
| --- | --- |
| Members name | Attendance |
| Alex Kersjes(group leader) | present |
| Dholon Akter | present |
|  |  |
|  |  |
|  |  |

### Preparation

1. We are going to discuss about our feedback of our project plan
2. To discuss about Use Case diagram
3. To discuss about class diagram

### Discussion

1. The teacher discussed about data model and UML diagram
2. Making wireframe of your interface
3. Push share to git
4. Use cases of your application

### Feedback

### Tasks

|  |  |
| --- | --- |
| List of Tasks | Assigned to group member |
| Use cases | Dholon Akter |
| Application | Everyone |
| Project plan | Everyone |
|  |  |
|  |  |

### Conclusion

# Meeting#4

## Date and Time

Meeting Date:

### Members Attendance

|  |  |
| --- | --- |
| Members name | Attendance |
| Alex Kersjes(group leader) | present |
| Dholon Akter | present |
|  |  |
|  |  |
|  |  |

### Preparation

1. What we need to do deliver to the presentation
2. What we should focus on most to deliver the presentation.

### Discussion

1. We have a brief discussion with tutor that after three weeks we are going to show the demo of our proof of concept of our application
2. We should work on the application to show the demo.

### Feedback

### Tasks

|  |  |
| --- | --- |
| List of Tasks | Assigned to group member |
| Use cases | Dholon Akter |
| Application | Everyone |
| User Interface | Fredi,Fahim |
|  |  |
|  |  |

### Conclusion

# Meeting#4

## Members Attendance

|  |  |
| --- | --- |
| Members name | Attendance |
| Alex Kersjes(group leader) | present |
| Dholon Akter | present |
|  |  |
|  |  |
|  |  |

### Preparation

### Discussion

1. Showed stuff we already done,
2. Make work division report, start communicating more, improve workflow, start working in iterations,
3. Make decisions on our work together, get along and make choices together,
4. Commit more often
5. Organize the minutes, agendas, meetings
6. Write down minutes of every meeting, have the agenda before the meeting
7. By meeting of next block, work on application, have a prototype for that week.
8. Personal commits on git, everything is checked just on git
9. Keep the saves on file, not database
10. URS
11. Presenting to client on Tuesday of first week next block
12. In presentation: Talk about what we implemented and what we want to do in future

### Feedback

### Tasks

|  |  |
| --- | --- |
| List of Tasks | Assigned to group member |
| Use cases and documentation | Dholon Akter |
| Application | Everyone |
| User Interface | Fredi , Fahim |
|  |  |
|  |  |

### Conclusion