Process report

Course: ProP

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# Table of Content

[**Global work division**](#_fzdbco67hxbi) **1**

[**Mark justification**](#_w0xucycixlf5) **2**

[**Individual reflections**](#_lhwd56befrfo) **3**

[Appendix A: Report of the interview with the client](#_7xoxxcikhgcx)

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# Global work division

**Week 1:**

* Minutes

Meetings

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- One project member to be assigned for handling communication with the tutor and client.

- Only have meetings with the client if there is a good reason to, make preparations prior to the meeting.

- Able to ask technical questions to the tutor

- Able to ask if questions are appropriate to ask the client to the tutor

- Important to be present during meetings, fail if absent twice for no good reason.

Questions

- How many documents do we have to make?

Project plan

Setup document

Process report

- Discussions to be documented.

- What each project member has done.

Design document

Meetings

ToDo list

- Do we need ATM machine or can we just use QR-codes

The company has an agreement with RABO-bank, ATM machines are located in the event location.

Every visitor will have an id-card at the event, which will be used for transactions.

At the ATM the visitor use their bank card to add money to their id-card.

The bank will send a list of receipts, log files to the application

Application receives text files from the bank with transaction data and uses it to change the account balance

In general, how we do things is up to us, as long as the wishes of the client are met.

- How many camping spots?

Should be in the document. Around 30 spots, 6 people per spot.

No additional space available, may not bring own tents.

- In the document it says everything should be monitored, what should be displayed on the application?

-Should be in the document, but for example how much people spend and how many people there are.

Free to come up with additional statistics.

- Is a mobile app necessary?

Mobile app not required, but can give extra points.

Important to define MoSCoW list.

- Do we decide what food or drinks are to be sold?

Normal snackbar

Dummy data can be entered in the database, doesn't really matter

- Loaning stands

Same as for food and drinks

If some item is necessary for the event then it seems good to add it.

- Website layout

Open to proposals, we have to come up with something.

Branding: keep same design for all applications

- How to prevent cheating when visitors enter or leave

A checking system, for example the can not leave if a loaned item has not been returned yet.

- It costs 10 euros for a camping spot and 20 euros per person, how will it be paid and who pays for the 10 euros?

Maybe the cost will be split amongst the people or just one person pays it, to be discussed.

- Do we have to come up with the MoSCoW list or do we have to discuss it with the client?

Make an initial MoSCoW list based on the handbook as a proposition to the client, the client will then discuss and give input.

- Will there be separate id-cards for staff?

Up to us

Statistics for individual shops of staff may be interesting for the client to see.

- Handbook states that the website can used to add money to the balance only before the event, but not during?

Maybe not the case, will have to check.

An option is to be able to turn functionalities on and off.

Roles with permissions will be required then.

* Who did what:

Phat: Create the git repository

Dimitar: Design the company logo and name.

Dongdong: Come up with the topic of event

Diqin:

**Week 2:**

* Minutes

Meeting

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- Meeting was not well organized

- Started late

- No room prepared

- No agenda prepared

- Tutor had no permission to git repository

- Minutes should be e-mailed or put on git day after the meeting

- Send a request for meetings, the tutor will simply deny or accept it. Preferred time: 10:30 or 11:00.

Feedback

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- Create a readme file for git repository, describe the repo and where to find things.

- Evaluation every week will affect the grade.

- Make a list of tasks and form a MoSCoW list.

- Maybe make a GANTT chart (planning)

Questions

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- Where to get client details?

- Search Fontys site for client details.

- Can you give feedback on project plan v1?

- Delayed to next week due to having no access to git repository.

- What is the budget for the project?

- No value for money, just document the time.

- When is the deadline, is it in June?

- Deadline is week 8 or 9.

- What constraints are there for the project?

- Technologies used, requirements, etc. (Use workbook document).

- And what about risks?

- Same as constraints, come up with yourself from your perspective on what kind of risks there are.

- Only did project phasing for block 1 of the project, what about block 2?

- That is fine but for block 2, having a phase with no content for block 2 is fine. (?)

* Who did what

Phat:

* GUI of the apps
* ERD of the database
* ReadMe Text
* Project Plan

Dimitar:

* TO-DO-LIST
* Project Plan
* Sitemap and wireframes

Dongdong:

* Project plan phasing part
* Process Report
* wireframes

Diqin:

* Working on project plan Constraint part.
* Functional requirements- Setup document

**Week 3:**

* Minutes

Questions

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- Should locations of stores be stored in the database?

- No, an interactive map is an interesting feature (could have).

- How to construct the ERD for things like food, drinks and rentables.

- Think about it from query perspective, will the database design cause problems in any way? Maybe make multiple solutions and when it's time to implement in block 2, we can pick one then.

- Are there ticket types for example 1-day, 2-day and 3-day tickets?

- No, to keep it simple, only have tickets for whole weekend. But it could be an extra feature (would have or could have).

- Feedback on process report?

- Change it to an markdown (.md) file, add a GANTT-chart with weighted tasks (effort needed). Keep the process report updated weekly.

- Feedback on wireframes?

- Wireframes are good and sitemap is good. Might need additional pages later but those can be added later.

- What's the maximum amount of items that can be loaned?

- Make it so the limit can be configured from the application or website (up to us from which one).

- Project Plan v2 feedback

- Add actual dates to phasing, fairly good sections.

- Website development is during this milestone.

- Application development next milestone.

- List of tasks missing.

- Feel free to add a summary and an appendix with more detail if it's too detailed.

- Add visual design if it's done.

- Do we have to make use-cases for all processes for the setup document?

- No, just the common processes (2 or 3 for each member)

- Is the README file good enough?

- It's good enough, add the logo to it though.

Feedback

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- Is there a page for employees to manage the site (add users, remove users, etc.)?

- No. Database to be changed: account\_type, employee\_type, permission.

* Who did what:

Dimitar: Did home, register, login, line-up and information wireframes, added constraints and risks to the project plan, updated the to-do list, did the MoSCoW table except the website part, added a use case in the process

Dongdong: Create agenda for meeting, adjust the phasing part of project plan, GUI Application (CheckIn and CheckOut), updated process report

Diqin:Work on the MoSCoW table and fix the Constraints part and Risks part of the project plan.

**Week 4:**

* Minutes**:**

Questions

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- Do we need a venue and stage table in the database?

Leave it out, if we need it later we can refer back to it.

- Should we add a permission table for specific permissions connected to a role table?

Either have a groups with set permissions or do it your way, both are fine.

- How many shops are there?

- 3 shops, at least more than 2.

- Are shops that sell and rent separated or can a shop offer both?

- They are separate.

- Do we have to make visual designs for everything?

- No, just 2 or 3. At least one very well done.

- Visual design feedback?

- Likes it. Maybe make on more to match with different kind of pages.

- Maybe give it a background, not leave it white.

- Gantt Chart feedback?

- It's ok that it's not detailed, because we have a ToDo list.

- We can use the MoSCoW list in the setup document to make it more detailed.

- Add tasks for application development.

- Final Setup Document task.

- Final Process Report task.

Feedback

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- Make an additional layout to present to the client.

- Keep up with the Process Report every week !important

Who did what:

Dimitar: Updates to the To Do List, created the visual design of the home page, created one file for the wireframes, sitemap and visual design, added more things to the MoSCoW table

Dongdong: Create agenda for meeting,updates the Process Report, GUI Application( Camping check in and checkout,shops and loaning shops)

Diqin: Start to work on the ticket\_info and buy\_ticket and deposit website and give some feedback to the GUI and visual design.

**Week 5:**

Minutes:

Who did what:

**Week 6:**

Minutes:

Who did what:

**Week 7:**

Minutes:

Who did what:

**Week 8:**

Minutes:

Who did what:

**Week 9:**

Minutes:

Who did what:

**Week 10:**

Minutes:

Who did what:

# Mark justification

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# Individual reflections

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### Appendix A: Report of the interview with the client

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