Process report

Course: ProP

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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.

Documentation

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Points mentioned in the meeting, more may be required.

- Defining requirements

- Team decisions made

- Document changes to list of requirements

- Planning

- Class diagrams

- Database design

Questions

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- 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 GANT 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:

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

**Week 4:**

Minutes:

Who did what:

**Week 5:**

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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