

CLEVO - a budding sharemarket investor application

Meeting Minutes - GROUP 8

Weekly Meeting with the Supervisor

Meeting No: 1 Week 1

Date:	29/08/2016 - 06/09/2016
Venue:	Google Hangouts
Attendees:	Carlo R Beasley, Lucas Brook, Evan Le Clercq, Vio Marcu, Ocal Ogten,
Apologies:	-
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No.	Date	Mid-Week Minutes
1	29/08	- Hangouts group was created
2	30/08	- All group members got together and interaction started
3	31/08	- As a group we decided our top 4 projects would be: News Stand 1st INeedIT 2nd Share Market 3rd Matching System 4th
4	01/09	- Project "Share Market Game" was assigned to our group
5	02/09	- A supervisor was assigned to our group: Amir amirhomayoon.ashrafzadeh@rmit.edu.au
6	03/09	- Deciding on a suitable time to have our first meeting with Amir L: Weekend or Tu-Fri from 7pm V: Sunday or Mo-Fri from 7pm E: Sunday or Mo-Fri from 7:30pm AEST O: Weekend Mo-Fri C: Sunday or mon-fri mornings or after 9pm - Contact was made with Homy and booked in for Tuesday 06/09/2016 8pm - our first official meeting with the supervisor - Homy proposed this appointment time to be our weekly meeting time. - Group is checking the Blackboard regularly for updates - Research in progress towards deciding the tools to be used for the project

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Meeting Minutes

Weekly Meeting with the Supervisor

Meeting No: 2 Week 2

Meeting Details

Date:	06/09/2016
Venue:	Google Hangouts
Attendees:	Carlo R Beasley, Lucas Brook, Evan Le Clercq, Viorel Marcu (Vio), Ocal Ogten (Occy), Amir Homayoon Ashrafzadeh (Homy)
Apologies:	-
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Information / Decisions

No.	Item
1	- group should have 1-2 Project Managers -
2	- stock info from Forex
3	- project as a Web Service ? -
4	- Tuesdays 8pm our weekly meeting with Homy
5	- during our weekly meetings we will discuss the progress from the previous week and what is planned for the following week
6	- every 3-5 days we should have a project delivery - if we use Scrum
7	- 2-3 students to be testing the product
8	- we all need to play the client role
9	- we need to define responsibilities -
10	- perhaps use Trello and GitHub ..
11	- we need to add Homy to all cloud tools we use so he can check / assist
12	- we decided on PHP and web based application (alternatively was java script, JSF and PHP)
13	- PHP is faster
14	- layers and design patterns
15	- testing PHP tools : Unitest
16	- bug reporting tool: LeanTest
17	- we need to do some more research on tools -
18	- going with a web based application: benefit is being able to be accessed via mobile devices
19	- we can add more functionality than what is stated in the requirements but not less
20	- we can use snippets from other online sources but we need to check terms and conditions of code use

No.	Date	Mid-Week Minutes
1	06/09	- Decided on PMs: Lucas and Vio - Decided on PHP as the main language for the project - Decided on BitBucket as a Git Repo
2	07/09	- Group discussion on tools and upcoming project charter, research research research
3	10/09	- Discussed on minutes, agenda, project charter setup in Google Docs with access for everyone - Discussed the need for more research on tools: Trello, Forex, Unittest, Leantest, Slack
4	11/09	- More discussion on minutes, Trello and IDE or command line, Sublime, Notepad ++ options, at this point we decided for Sublime
5	12/09	- More research on Stock Market online games
6	13/09	- Official meeting with Homy

Action Items

No.	Item	Who	By
0.0	<p><Enter Decision / Information and any Action Item description attached></p> <p>Note 1: The 'Who' must be someone present at or an apology for the meeting. If the item is to be actioned by neither of these, then someone in the meeting need be responsible for the action</p> <p>Note 2: The numbering system is the number of the meeting followed by the action number. That way there is a record of which meeting the action was allocated.</p> <p>Note 3: The action will be followed by an UPDATE: if it carries over a number of meetings</p>	Who will complete	End date
2.1	Deciding on Project Managers	Group	13/09/2016
2.2	Build project as a Web Service ? Mobile? Desktop?	Group	13/09/2016
2.3	Define Responsibilities	Group	13/09/2016
2.4	Decide on the main programming language	Group	13/09/2016
2.5	More research on tools	Group	13/09/2016

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Meeting Minutes

Weekly Meeting with the Supervisor

Meeting No: 3 Week 3

Meeting Details

Date:	13/09/2016
Venue:	Google Hangouts
Attendees:	Carlo R Beasley, Lucas Brook, Evan Le Clercq, Viorel Marcu (Vio), Ocal Ogten (Occy), Amir Homayoon Ashrafzadeh (Homy)
Apologies:	-
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Information / Decisions

No.	Item
1	Runthrough of the work the group achieved during the past week
2	We need to create tasks <u>AND</u> assign them. Let members choose the tasks that suit their skillset.
3	Need to do more research on Agile and SCRUM
4	Need to research - Test driven development
5	Scrum is mostly for meetings and management
6	Need to research - PHP testing frameworks
7	We must take minutes for our own meetings but not casual chats
8	All communication should happen as a group. No one on one chats. Keep chat history.
9	Homy is working on the Proposed assessment formula template and will share it with us soon. This document will require us to list the project's processes, measurements, achievements etc
10	This coming week we need to focus on the project summary and scope . Both very important
11	A draft of the charter should have been completed. This needs to be done asap
12	Homy has encouraged us to use Slack. Trello can be integrated with Slack
13	The Project Charter needs to use formal language. Professionalism is a must
14	We are behind the other groups.
15	We need deliverables every single week - we must present something to Homy every meeting
16	We should be asking Homy more questions - write them down throughout the week
17	The project description is very open so we need to close it. Determine scope and functions this week. Set boundaries - this will ensure we meet the requirements but will also prevent us from getting carried away
18	Start working on Usage Scenarios this week. Use Cases are outdated.
19	Research MVC - not as obvious in PHP than Java. YouTube, blogs and articles are good sources of info. <u>PHP can be OO.</u>
20	Everyone should be working on a task and every task should be shared with the group
21	We should create the first function, most likely the login page. All layers should be designed so everyone can follow the pattern. Share this with Homy via BitBucket so he can see we are on the right path.

No.	Date	Mid-Week Minutes
1	13/09	<ul style="list-style-type: none"> - after the meeting we decide to use Slack - we decided for a project manager to take the minutes and the other PM to host the meetings in behalf of the group, and swap every week - we touched base on hosting the project, yet to be decided - we discussed setting up a folder to contain all docs rather than just docs shared individually - we discussed another get together Sundays 5pm AEST - decided to write 1-5 priorities post meeting and work in order to complete - Slack was setup and we all joined in - decided to use Hangouts for casual chats and Slack for official chats - decided on the charter draft catch up and planned - BitBucket was setup and group is invited to join
2	14/09	- charter draft is broken down into 8 pieces on Trello as sprints and everyone claimed 1-3 sprints to work on
3	15/09	- finalised our first draft charter and emailed to Homy in order to receive feedback on our work
4	16/09	- all minutes completed for Hangouts chat
5	17/09	- google drive folder was shared with Homy
6	18/09	<ul style="list-style-type: none"> - changes to the charter were made based on Homy's feedback of V1.0 - decided we'll submit the week 3 Submission by 10pm tonight

Action Items

No.	Item	Who	By
3.1	Project charter draft	Group	15/09/2016
3.2	Set up Slack	Group	19/09/2016
3.3	Create first function	Group	19/09/2016
3.4	Research: TDD, Test Frameworks, Agile	Group	19/09/2016
3.5	Create Usage Scenarios	Group	19/09/2016

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Meeting Minutes

Weekly Meeting with the Supervisor

Meeting No: 4 Week 4

Meeting Details

Date:	20/09/2016
Venue:	Google Hangouts
Attendees:	Carlo R Beasley, Lucas Brook, Viorel Marcu (Vio), Amir Homayoon Ashrafzadeh (Homy)
Apologies:	Ocal Ogten (Occy), Evan Le Clercq
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Information / Decisions

No.	Item
1	Next week's meeting to start at 9pm
2	Formula for Complexity (Technical Design doc 1.3) $M = E - N + 2$. (Homy will let us know if the formula is required and if so he will provide us with documentation)
3	Quantity vs quality - analysis of the product, measuring data, how many functions we have, performance, transactions / milliseconds (Technical Design doc 1.4)
4	Technical Solution Design - to be done at the end of the project
5	Start from the design and end with testing every week have an output
6	It is recommended for Luke and Vio to do a bit more work at the beginning of the project as project managers
7	Add more tasks based on priorities, allocate them and add deadlines
8	Assign tasks 4 weeks ahead
9	Add bigger tasks for each member (not all working on one task)
10	Have small meetings 10 minutes and discuss on the progress
11	More firm outputs we can submit to Homy for review
12	JUnit - testing for PHP with PHPUnit - Laravel, Leantest
13	Submit work more often to Homy in general
14	

No.	Date	Mid-Week Minutes
1	21/09	<ul style="list-style-type: none">- Laravel was set up- Each group member was allocated an individual research task- Received and discussed week 3 submission feedback
		<ul style="list-style-type: none">- Research completed on PHPUnit, LeanTest, Finance API, Laravel
		<ul style="list-style-type: none">- Login function started- Working on the best solution for the database

Action Items

No.	Item	Who	By
4.1	Start with the design and end with the testing. Every week have an output	Group	27/06/2016
4.2	Assign tasks 4 weeks ahead	Lucas and Vio	27/09/2016
4.3	PHPUnit research	Vio	27/09/2016
4.4	Laravel research	Evan	27/09/2016
4.5	Leantest research	Occy	27/09/2016
4.6	Market Finance API research	Carlo	27/09/2016
4.7	Setup Laravel	Lucas	27/09/2016

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Meeting Minutes

Weekly Meeting with the Supervisor

Meeting No: 5 Week 5

Meeting Details

Date:	27/09/2016
Venue:	Google Hangouts
Attendees:	Carlo R Beasley, Lucas Brook, Evan Le Clercq, Viorel Marcu (Vio), Ocal Ogten (Occy), Amir Homayoon Ashrafzadeh (Homy)
Apologies:	None
Copy To:	

Information / Decisions

No.	Item
1	Ok to have 2 project managers for the course of the project. For the next submission just put one person as Project Manager and one person as Team Leader
2	Use an embedded database for all people to have access to.
3	Ensure we have a synchronized database document detailing all table information to ensure it is the same across all group members.
4	Carlo to troubleshoot PHP issues and liaise with Homy with any issues
5	Need to get a draft of a project scenario
6	Project schedule needs to be done so we know if we are on track
7	Aim to get everything finished slightly early so we have time for refactoring and documentation
8	Expects to have a first iteration of the application by next week.
9	Need to have a user guide for how the application works.
10	Make a documents folder on BitBucket (guides, technical, etc.) - Can keep them in the google drive for now but move them into the repository when an iteration is complete.
11	Need to make sure we have due dates on the trello cards to ensure they are getting done.
12	Refactor code every 2 weeks to ensure it is clear and we have appropriate commenting.
13	Best to try to have two iterations of the application at the end of course.
14	Look at JMeter for performance testing for the application.
15	Summary of group member contributions over the last week.
16	Need to be more productive with our time.
17	Next meeting will be back to 8pm.
18	Need to migrate to GitHub due to contributor restrictions on BitBucket

No.	Date	Mid-Week Minutes
1	28/09	- Tasks created on Trello, assigned and due dates added
2		- Github accounts created and all group members migrated across
3		- Project Schedule created
4		- Usage scenarios document started
	01-02/09	-UI Mockups
		- Dashbaord
		- Database works
		API works
		Class Diagram

Action Items

No.	Item	Who	By
5.1	Aim to get a version of application running	Group	04/10
5.2	User guide - To be worked on as we progress	Lucas and Vio	15/11
5.3	Add Homy to Trello, BitBucket and Slack	Evan	27/09
5.4	Project Schedule	Group	04/09
5.5	Move repository to GitHub	Group	29/09

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Meeting Minutes

Weekly Meeting with the Supervisor

Meeting No: 6 Week 6

Meeting Details

Date:	4/10/2016
Venue:	Google Hangouts
Attendees:	Carlo R Beasley, Lucas Brook, Viorel Marcu (Vio), Ocal Ogten (Occy), Amir Homayoon Ashrafzadeh (Homy)
Apologies:	Evan Le Clercq
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Information / Decisions

No.	Item
1	Our Trello is excellent
2	We should implement a test branch on Trello . This will make it clearer what is still being worked on and what needs to be signed off
3	Trello - we should attach relevant documents to cards as well
4	Our Project Schedule is excellent
5	We need a development guide this week - how to set up the project for anyone who wants to install and test it. Once we create this Homy will be happy to test our project
6	We need web hosting - always be checking and testing a live version of the project. This will also allow Homy to easily check the project
7	The final product needs to be hosted somewhere so it's best to start setting it up now
8	Make the database schema as we go. It should be based on current tasks we are doing not future functionality. It's OK to have Table names but add fields, relations etc as we go
9	Testing - Each task should have a corresponding TestUnit - should be testing at same time. Start with LeanTest documentation and UnitTests - this will help us discover bugs. Once these are done move on to Jmeter
10	Ensure communication throughout each task. Constant talking and sharing - update each other. This will allow quicker changes
11	One weekly meeting is not enough. Two is ok but not enough. Three meetings a week is ideal
12	Slack meetings are OK if frequent
13	Agile is about revisiting a task and reworking it again and again
14	We are going well. We will now be pushed to do our very best
15	Live project next week
16	Finish all research this week
17	Homy will be reading our docs more thoroughly from now on
18	GitHub - Start making test branches - don't push directly to main branch - could ruin project

No.	Date	Mid-Week Minutes
1	5/10	- Dashboard integrated into laravel. Folder structure, route etc
2		- Online hosting set up - http://clevo-rmit.space
3	8/10	- Project live at http://clevo-rmit.space:8888/clevo-rmit/public/
4		- Heroku setup

Action Items

No.	Item	Who	By
6.1	Add a test branch to Trello	LB, VM	6/10/16
6.2	Project development guide	LB, VM	11/10/16
6.3	Live version of Project	Group	11/10/16
6.4	UnitTests	Group	11/10/16

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Weekly Meeting with the Supervisor

Meeting No: 7 Week 7

Meeting Details

Date:	11/10/2016
Venue:	Google Hangouts
Attendees:	Carlo R Beasley, Lucas Brook, Evan Le Clercq, Viorel Marcu (Vio), Ocal Ogten (Occy), Amir Homayoon Ashrafzadeh (Homy)
Apologies:	
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Information / Decisions

No.	Item
1	Hosting : AWS to try
2	Add cards for filling out docs
3	Have first iteration by next week (V1.0)
4	Attach docs task
5	More tasks on the next week's queue
6	1-2 test branches are sufficient
7	Trading account just a balance but perhaps bank info?
8	4-5 tests on each function are sufficient
9	Before and after initialisation – testing
10	Check out the security of our system and decide on the scv file suggested by Evan
11	The design needs more work
12	Each section needs to be bigger. Maybe separate/expanded pages for some
13	
14	

No.	Date	Mid-Week Minutes
1	12/10	- More UI designs, deciding on final look. Mockups created
2		- need to fix API path to work both locally and live
3		- signed up to AWS and uploaded project. Still need to try and remove /public
4	13/10	- confirmed everyone has access to LeanTesting
5		- discussed removing dropdown stock menu in later version
6		- domain name fixed
7	14/10	- discussed emailing Homy about database persistence
8	15/10	- Further UI discussion and mockups. Decided on colour scheme
9	17/10	- discussed lowering the start balance to around \$20000. Need to discuss with Homy
10	18/10	- more UI tweaks. Setup a register, login, dashboard and transactions pages
11		Mobile version needs work

Action Items

No.	Item	Who	By
7.1	Every week have an output	Team	18/10/2016
7.2	Create User Profile	Ocal	18/10/2016

7.3	Create Account	Lucas	18/10/2016
7.4	Add initial \$1,000,000 balance	Lucas	18/10/2016
7.5	Buy Shares	Carlo	18/10/2016
7.6	Migrate project to cloud	Vio	18/10/2016
7.7	Migrate documentation to the GitHub	Vio	18/10/2016

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Meeting Minutes

Weekly Meeting with the Supervisor

Meeting No: 8 Week 8

Meeting Details

Date:	20/10/2016
Venue:	Google Hangouts
Attendees:	Carlo R Beasley, Lucas Brook, Evan Le Clercq, Viorel Marcu (Vio), Ocal Ogten (Occy), Amir Homayoon Ashrafzadeh (Homy)
Apologies:	
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Information / Decisions

No.	Item
1	Homy showed us another group's website - was clean and well designed
2	Should implement a Watch List/Favourite company list with ability to view last 7 days of activity of these companies
3	Up to us if we include international companies - ASX is required
4	GitHub - Commit history is only showing for 2 users. Need to fix this
5	Homy will be going through our commits and checking how much people have done
6	Submission - We need to submit our project in Week 12. Homy will review it and give us feedback on what needs to change/improve. We will then have 2 more weeks to work on it
7	We need more documentation
8	Balance - \$20000 is a good number
9	Trello - some groups labels tasks with size - small, medium, large. Something to consider
10	Schedule whole project - 4 weeks ahead in trello
11	Starting next week Homy will be going through our code in more detail
12	Code, docs and diagrams need to be consistent. Scope and design should match
13	Homy will be checking our project for important things we have missed. He will email us about them - We don't have to quickly fix them but just be aware

No.	Date	Mid-Week Minutes
1		Charts discussion
2		New pages discussion
3		Buy/Sell functions chat
4		

Action Items

No.	Item	Who	By
8.1	Every week have an output	Team	25/10
8.2	Create Watch List	Lucas	25/10
8.3	Create Graph	Vio	25/10
8.4	Create Buy/Sell Functions	Carlo and Evan	25/10
8.5	Create User Profile	Ocal	25/10

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Meeting Minutes

Weekly Meeting with the Supervisor

Meeting No: 9 Week 9

Meeting Details

Date:	25/10/2016
Venue:	Google Hangouts
Attendees:	Carlo R Beasley, Lucas Brook, Evan Le Clercq, Viorel Marcu (Vio), Ocal Ogten (Occy), Amir Homayoon Ashrafzadeh (Homy)
Apologies:	?
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Information / Decisions

No.	Item
1	Technical solution design to update - first priority
2	Finish tasks allocation this week till the end of the project 19th
3	Buying and Selling - how is implemented is very important
4	Activity Diagram filled out and user scenario to be sent to Homy
5	More testing
6	Testing should contain the scenario - test purpose
7	Check the limit of input of functions
8	Document tests whether passes and result
9	Add sprints
10	Cleanup online folder eg.api test
11	Sort out commits on GitHub
12	
13	
14	

No.	Date	Mid-Week Minutes
1		- redesign of transactions page and overall UI
2		- cleaned up unnecessary files from online source folder
3		- chart works
4		- buy and sell functions works
5		- working out various issues
6		- transactions page makeover

Action Items

No.	Item	Who	By
9.1	Every week have an output	Team	01/11
9.2	Technical solution design to update - first priority	Lucas and Vio	01/11
9.3	Finish tasks allocation this week till the end of the project 19th	Lucas and Vio	01/11
9.4	Activity Diagram filled out and user scenario to be sent to Homy	Evan	01/11

9.5	More testing	Ocal	01/11
9.6	Add sprints	Lucas and Vio	01/11
9.7	Cleanup online folder eg.api test	Lucas and Vio	01/11
9.8	Sort out commits on GitHub	Evan and Carlo	01/11
9.9	Improve Buy/Sell functions	Evan and Carlo	01/11

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Meeting Minutes

Weekly Meeting with the Supervisor

Meeting No: 10 Week 10

Meeting Details

Date:	01/11/2016
Venue:	Google Hangouts
Attendees:	Carlo R Beasley, Lucas Brook, Evan Le Clercq, Viorel Marcu (Vio), Ocal Ogten (Occy), Amir Homayoon Ashrafzadeh (Homy)
Apologies:	?
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Information / Decisions

No.	Item
1	Homy will start adding comments in red in our documents.
2	Homy will send us a draft of a test plan
3	\$50 and % brokerage fee is per transaction
4	We should definitely have our buy/sell functions finished by next week
5	User profile - add more data, more professional. ie. list any limitations for selling and buying. Address & phone
6	Leaderboard - Users shouldn't see other users balance. Current balance + share value might be a problem too.
7	Homy hasn't sent us feedback on Evan's email. He will tonight
8	We need to send Homy an email with a list of things we would like feedback on
9	We need test documentation. Test plan, Lean testing
10	Be ready for a lot of work in the final couple of weeks
11	Homy is very busy the next two weeks. Send reminder emails if he isn't replying
12	
13	
14	

No.	Date	Mid-Week Minutes
1		- discussion on dashboard updates
2		- transactions page refreshed
3		- more works on history and profile page
4		- refined buy/sell functions

Action Items

No.	Item	Who	By
10.1	Finish buy/sell functions	Group	8/11
10.2	Improve user profile	Group	8/11
10.3	Send Homy an email with things we need feedback on	VM, LB	3/11
10.4	Test plan draft	Group	8/11
10.5			

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Meeting Minutes

Weekly Meeting with the Supervisor

Meeting No: 11 Week 11

Meeting Details

Date:	8/11/2016
Venue:	Google Hangouts
Attendees:	Lucas Brook, Viorel Marcu (Vio), Amir Homayoon Ashrafzadeh (Homy)
Apologies:	Carlo R Beasley, Evan Le Clercq
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Information / Decisions

No.	Item
1	Leaderboard and transaction history - additional works required
2	Wednesday 16th - 9:30pm
3	Fix up password - higher level of complexity required
4	Receive feedback on testing
5	Works on security
6	Homy will try and break the program once submitted for feedback - be ready
7	Testing Testing Testing
8	Make sure only 1 person is labeled the PM while the other is Team leader
9	Include any personnel issues in documentation

No.	Date	Mid-Week Minutes
1		- leaderboard additional works
2		- profile works chat
3		- profit discussion
4		- transaction history
5		- profile editable
6		- password - higher level of complexity chat

Action Items

No.	Item	Who	By
11.1	Every week have an output	Team	
11.2	Leaderboard and transaction history		
11.3	Fix up password - higher level of complexity required		
11.4	Testing form filled out and testing up to date		
11.5	Works on security		
11.6			

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Meeting Minutes

Weekly Meeting with the Supervisor

Meeting No: 12 Week 12

Meeting Details

Date:	16/11/2016 9:30pm
Venue:	Google Hangouts
Attendees:	Carlo R Beasley, Lucas Brook, Evan Le Clercq, Viorel Marcu (Vio), Ocal Ogten (Occy), Amir Homayoon Ashrafzadeh (Homy)
Apologies:	?
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Information / Decisions

No.	Item
1	Submit contribution form by tomorrow night. We need to talk about and decide on percentages. Talk to Ocal if we can.
2	Q: Technical Solution design #10 - Other considerations. Add whatever isn't covered elsewhere. Leave until end
3	Q: 1. Estimated benefits, problems it solved. quantitative/qualitative Send Homy an email with these questions. He will send us a sample.
4	Email and share documentation folder with Homy before friday so he can give us feedback before submission.
5	Leaderboard - not include cash only profit. Explain our decision in technical solution.
6	We can organise another meeting before Friday. Quick meeting 15 to 20 minutes.
7	Documents are expected to be drafts for draft submission
8	Code is meant to be finished for draft submission
9	Draft doesn't have marks
10	Explain Carlo's GitHub problem in docs. Might have to use SourceTree to show carlo's github work
11	
12	
13	
14	

No.	Date	Mid-Week Minutes
1		-Decided admin status will be stored as boolean in db
2		-Discussed and implemented admin features
3		-Discussed contribution percentages and agreed as a group on final values
4		-Draft sent to Homy for feedback
		-Discussed contents of Learning Outcome document

Action Items

No.	Item	Who	By
12.1	Every week have an output		
12.2	Email final questions to Homy before Friday		

12.3	Submit contribution form	Group	17/11/2016
12.4	Submit draft submission	Group	20/11/2016
12.5			
12.6			