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| **CLEVO - a budding sharemarket investor application** **Meeting Minutes** |

# **Weekly Meeting with the Supervisor**

# **Meeting No: 1 Week 1**

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| **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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| **CLEVO - a budding sharemarket investor application** **Meeting Minutes** |

# **Weekly Meeting with the Supervisor**

# **Meeting No: 2 Week 2**

## **Meeting Details**

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| **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:** | - |
| **Copy To:** |  |

**Information / Decisions**

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| --- | --- |
| **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 |

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| **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, Unitest, 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**

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| **No.** | **Item** | **Who** | **By** |
| **0.0** | <Enter Decision / Information and any Action Item description attached>  **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  **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.  **Note 3:** The action will be followed by an UPDATE: if it carries over a number of meetings | 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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| **CLEVO - a budding sharemarket investor application** **Meeting Minutes** |

# **Weekly Meeting with the Supervisor**

# **Meeting No: 3 Week 3**

## **Meeting Details**

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| **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:** | - |
| **Copy To:** |  |

**Information / Decisions**

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| **No.** | **Item** |
| **1** | Runthrough of the work the group achieved during the past week |
| **2** | We need to create tasks AND 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. PHP can be OO. |
| **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. |

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| **No.** | **Date** | **Mid-Week Minutes** |
| **1** | 13/09 | - 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 | - 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**

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| **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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# **Weekly Meeting with the Supervisor**

# **Meeting No: 4 Week 4**

## **Meeting Details**

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| --- | --- |
| **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 |
| **Copy To:** |  |

**Information / Decisions**

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| **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 Unitest - Laravel, Leantest** |
| **13** | Submit work more often to Homy in general |
| **14** |  |

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| **No.** | **Date** | **Mid-Week Minutes** |
| **1** | 21/09 | - Laravel was set up  - Each group member was allocated an individual research task  - Received and discussed week 3 submission feedback |
|  |  | - Research completed on PHPUnit, LeanTest, Finance API, Laravel |
|  |  | - Login function started  - Working on the best solution for the database |

**Action Items**

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| **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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| **CLEVO - a budding sharemarket investor application** **Meeting Minutes** |

# **Weekly Meeting with the Supervisor**

# **Meeting No: 5 Week 5**

## **Meeting Details**

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| **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**

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| **No.** | **Item** |
| **1** | Ok to have 2 project managers for the course of the project. For the next submission just put one person and 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 |

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| **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**

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| **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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| **CLEVO - a budding sharemarket investor application** **Meeting Minutes** |

# **Weekly Meeting with the Supervisor**

# **Meeting No: 6 Week 6**

## **Meeting Details**

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| **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 |
| **Copy To:** |  |

**Information / Decisions**

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| **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 |

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| **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**

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| **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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| **CLEVO - a budding sharemarket investor application** **Meeting Minutes** |

# **Weekly Meeting with the Supervisor**

# **Meeting No: 7 Week 7**

## **Meeting Details**

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| --- | --- |
| **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:** |  |
| **Copy To:** |  |

**Information / Decisions**

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| --- | --- |
| **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** |  |

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| **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 lowing 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**

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| **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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# **Weekly Meeting with the Supervisor**

# **Meeting No: 8 Week 8**

## **Meeting Details**

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| --- | --- |
| **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:** |  |
| **Copy To:** |  |

**Information / Decisions**

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

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| **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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| **CLEVO - a budding sharemarket investor application** **Meeting Minutes** |

# **Weekly Meeting with the Supervisor**

# **Meeting No: 9 Week 9**

## **Meeting Details**

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| --- | --- |
| **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:** | ? |
| **Copy To:** |  |

**Information / Decisions**

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| **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** |  |

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| **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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| **CLEVO - a budding sharemarket investor application** **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:** | ? |
| **Copy To:** |  |

**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** |  |

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| --- | --- | --- |
| **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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| **CLEVO - a budding sharemarket investor application** **Meeting Minutes** |

# **Weekly Meeting with the Supervisor**

# **Meeting No: 11 Week 11**

## **Meeting Details**

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

**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** |  | - |

**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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| **CLEVO - a budding sharemarket investor application** **Meeting Minutes** |

# **Weekly Meeting with the Supervisor**

# **Meeting No: 12 Week 12**

## **Meeting Details**

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| --- | --- |
| **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:** | ? |
| **Copy To:** |  |

**Information / Decisions**

|  |  |
| --- | --- |
| **No.** | **Item** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
| **8** |  |
| **9** |  |
| **10** |  |
| **11** |  |
| **12** |  |
| **13** |  |
| **14** |  |

|  |  |  |
| --- | --- | --- |
| **No.** | **Date** | **Mid-Week Minutes** |
| **1** |  | - |
| **2** |  | - |
| **3** |  | - |

**Action Items**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Item** | **Who** | **By** |
| **12.1** | Every week have an output |  |  |
| **12.2** |  |  |  |
| **12.3** |  |  |  |
| **12.4** |  |  |  |
| **12.5** |  |  |  |
| **12.6** |  |  |  |