**Meeting Minutes & Discussions**

*Tuesday 11th February 2020 (Client Meeting)*

Minutes: ~30

All Members Present: Yes

Discussion: We interviewed Ms. Zhao on what she wants to have in the application as well as other basic general knowledge of how things are done in the company.

Feedback: She gave us very useful information on how the things are provided in the project and also gave us some ideas on what to make first.

*Monday 17th February 2020*

Minutes: ~30

All Members Present: Yes

Discussion: We proposed our ideas on how we want to tackle the approach to this project and what we would start with and how we would also go about the whole project as a whole.

Feedback: Mr. Basjan proposed some solutions on what we could start with and where we could move on from there and also discussed the analysis document.

*Thursday 20th February 2020*

Minutes: ~30

All Members Present: Yes

Discussion: We presented our project plan to Mr. Basjan and how we worked on the plan.

Feedback: Mr. Basjan gave us some ideas and changes to make to the project plan and also where we should continue from this point.

*Thursday 5th March 2020*

Minutes: 30

All Members Present: Yes

Discussion: We presented our sketches/wireframes for the application we want to implement with Mr. Basjan and then went through the URS separating stakeholders and the different use cases. We also discussed about what we were planning to do next such as in creating our UML diagram. The group plans to begin implementing the program this week.

Feedback: Mr. Basjan gave us valuable feedback in the sense of making our URS much more efficient and simple and also gave us ideas on how to carry out our implementation and also in making our UML diagram.

*Monday 16th March 2020*

Minutes: 30

All Members Present: Yes

Discussion: We discussed about the current situation and how we would get things done. Essentially, how we are going to work around the whole corona virus issue and lockdowns. We also went through the remaining deliverables and any issues we have or may have in the coming week.

Feedback: Mr. Basjan gave us a basic procedure to follow to tackle the issue at hand and also some explanation and ideas to get us back on track.

*Thursday 26th March 2020*

Minutes: 30

All Members Present: Yes

Discussion: Had a presentation with the client and showed the functionalities our application.

Feedback: Client showed satisfaction with what we have achieved. Further feedback would be given in the next meeting.

*Monday 30th March 2020*

Minutes: 30

All Members Present: Yes

Discussion: We discussed what has been achieved and what must be done in the next phase, the iteration phase. A more in-depth discussion would be held in the next meeting.

Feedback: The client requested for some further functionality and suggested some improvements we could make to the current application.

*Thursday 2nd April 2020*

Minutes: 30

All Members Present: Yes

Discussion: Discussed some of the concrete additional features that we want to add to our program.

Feedback: Mr. Basjan suggested that we could resolve our previous issues in the program and also what we could add onto it.

*Thursday 16th April 2020*

Minutes: 30

All Members Present: Yes

Discussion: We had a process peer review with Mr. Basjan and discussed what we had completed with the application and website.

Feedback: Mr. Basjan seemed pleased with the advancements we made in the application and helped us resolve an issue we had with our website, but also seemed pretty satisfied with the functionalities and basic startup of the website.

*Monday 20th April 2020*

Minutes: 30

All Members Present: Yes

Discussion: We discussed how we will be going about things in general such as exams and the future and then we reviewed our process peer review together. After that, the second phase of the iteration phase was elaborated upon and we presented our ideas for the next sprint.

Feedback: Mr. Basjan gave us a general idea of what might happen or will happen and then spoke about the process peer review document that was submitted by each of us the previous week. Furthermore, he also pointed out some similarities in our responses and what we should/can do about it. Finally, the next sprint was briefly spoken about and some things we could do were suggested.

*Thursday 7th May 2020*

Minutes: 20

All Members Present: Yes

Discussion: We had a short discussion about if what we have done so far is in line with Mr. Basjan’s expectations and a few questions about the website and the updates to the application. The deadline and procedure was also covered as well as how we should present this time around.

Feedback: Mr. Basjan provided us with proper feedback on our progress and was satisfied with what we have done recently. He also recommended a couple things we should do when it is time to presented, meaning equal distribution of speaking during the presentation. The deadline was indicated to be next week Wednesday the 12th of May and the presentation would take place on the next day, Thursday 13th May 2020.

*Monday 18th May 2020*

Minutes: 20

All Members Present: Yes

Discussion: We had a short discussion about what will be done and what is expected in the next iteration.

Feedback: Mr. Basjan provided us with a brief explanation of what we must do and some ideas on what could be improved on our application based off of last week’s presentation feedback.

*Monday 25th May 2020*

Minutes: 20

All Members Present: Yes

Discussion: We had a short discussion about what we have started with and what we will continue to work upon in the coming days. We also presented our Activity Diagram for when the manager registers a new employee.

Feedback: Mr. Basjan was satisfied with the UML Activity diagram and also suggested a few things we should do or focus on for this week.

*Monday 8th June 2020*

Minutes: 20

All Members Present: Yes

Discussion: We had a short discussion about what improvements we made to our program, such as a few new features and also the update about our website.

Feedback: Mr. Basjan was pleased to see that we were on the right track and nearing the end of the project.

*Monday 15th June 2020*

Minutes: 10

All Members Present: Yes

Discussion: We had a quick discussion about what we finished working on with the program such as bug fixes and then we also added some features to the website, but that still has one more thing to fix.

Feedback: Mr. Basjan was very pleased to see that we accomplished what we set out to do and that there were just some finishing touches to make to the project.