

TEAM MEETING AGENDA (6 weeks)

Week 1(Startup)

Date: 02/20/24

Time: 16:00 pm – 17:30pm (Tuesday/Wednesday/Thursday/Friday)

Meeting Participants:

- Dylan Haartmans;
- Sevdiye Islyamova;
- Mer Kamemaj;
- Ilyas Hamdi;
- Lachezar Mitov

Meeting Purpose:

- Dividing roles/tasks;
- Starting off the project plan first draft + documentation.
- Create Git Repository
- Set up meeting with tutor and client for next week.
- Set ground rules (attendance)
- Create planners to arrange our work in (Trello)
- Ways of communication such as Whatsapp/Discord/University meetup after lecture.

WEEK 2(UML,Database,Documentation)

Date: 02/27/24-02/29/24

Time: 16:00 pm – 17:30pm (Tuesday/Wednesday/Thursday/Friday)

Meeting Participants:

- Dylan Haartmans;
- Sevdiye Islyamova;
- Mer Kamemaj;
- Ilyas Hamdi;
- Lachezar Mitov

Meeting Purpose: -Dividing work based on the client's requirements

- Checking the final version of the Project Plan before the next tutor meeting;
- Starting to work on the UML diagram and each one of the members participates on the classes made;
- Database diagram creation + discussion with tutor again;
- Documentation track;

Attendance info: Every member present. (online/IRL meeting)

WEEK 3(Basic Implementation,Wrap up of previous work)

Date: 03/05/24-03/08/24

Time: 09:00 am – 17:30pm (Tuesday/Wednesday/Thursday/Friday)

Meeting Participants:

- Dylan Haartmans;
- Sevdiye Islyamova;
- Mer Kamemaj;
- Ilyas Hamdi;
- Lachezar Mitov

Meeting Purpose: -Each member shows their work and gets feedback within the group;

- During the meeting we divide UML classes + Website Pages to work on separately then consult;
- Trello Documentation and picking next week's tasks.

Attendance info: Everyone present.

WEEK 4(Further Implementation)

Date: 03/12/24-03/15/24

Time: 9:00 am – 17:30pm (Tuesday/Wednesday/Thursday/Friday(09:00am-16:00pm))

Meeting Participants:

- Dylan Haartmans;
- Sevdiye Islyamova;
- Mer Kamemaj;
- Ilyas Hamdi;
- Lachezar Mitov

Meeting Purpose:

- Checking how the Desktop App is implemented initially;
- Fixing errors encountered, changing the UML partly to adapt our code.
- Database connected successfully;
- Classes are created (review on what's next or missing);
- URS ;
- Next week task work division (Trello);

Attendance info: Each member is present.

WEEK 5(Final implementation, Display to the team, extras)

Date: 03/19/24-03/22/24

Time: 13:00 pm – 17:30pm (Tuesday/Wednesday/Thursday/Friday(09:00am-16:00pm))

Meeting Participants:

- Dylan Haartmans;
- Sevdiye Islyamova;
- Mer Kamemaj;
- Ilyas Hamdi;
- Lachezar Mitov

Meeting Purpose: -Get ready for Submission;

- Add the last documentation of this week's;
- Test the application;
- Wrap up the Desktop app in terms of functionality.
- Prepare for next client meeting.

Attendance info: Each member Is present.

WEEK 6 (First Final Phase, Wrap Up, Client Presentation)

Date: 03/26/24-03/28/24

Time: 13:00 pm – 17:30pm (Tuesday/Wednesday)

Meeting Participants:

- Dylan Haartmans;
- Sevdiye Islyamova;
- Mer Kamemaj;
- Ilyas Hamdi;
- Lachezar Mitov

Meeting Purpose: -Feedback on our final submission;

- Code adjustments;
- Website Adjustments;
- Code Testing;
- Wrap up the Desktop App;
- Finalize Project Plan + Process report+ Agenda and Trello;
- Make presentation covering points of the App.

Attendance info: Each member is present.