

Process report



January 23, 2017

Carrot-tech

Haiyi Ma  
Adrian Guillot  
Yuanyuan Wang  
Aamir Rana

# PREFACE

# Appendix A Agendas and Minutes

**Carrot-Tech Inc.**

**Meeting Minutes**

September 5, 2016

1. Call to order

Haiyi Ma called to order the regular meeting with client Mr. Kuah at 14.00 p.m. on September 5, 2016 at Fontys.

1. Roll call

The following persons were present:

Mr. Chung Kuah

Mr. Aamir Rana

Mr. Adrain Guillot

Mr. Haiyi Ma

Ms. Yuanyuan Wang

1. Open issues
2. Event Information

Name: Food Plus

Place: Park Kuierpad

Purpose of the Event: Food Culture. To get people acquainted with new foods

Logo: not yet. Prefer Color: Green, Blue or Pink?

Expected Starting Date and Time: 22:00 or 21:00 p.m. 14 Jan 2017

Tickets or Reservation Open Date: 15 Dec 2016

No. of Tent Reservation: 1200 (200 spots and at most 6 people per spot.)

Expected No. of Visitors: 1000

Other Information: No sponsor (at least to make it profitable)

Any foodie for audience

Focus on Food. No Games. Music or Artists Show Acceptable

Quantity of shops and staff not decided yet.

No Advertisement

1. Some deliverables:
2. Website:

* Deadline: basic version before 30 Sep 2016

final basic version should be decided on 26 September

* Languages: Dutch and English
* Website for Flyers
* No Advertisements

1. Applications: no details. Later.
2. New business
3. Three Versions of the Event Logo

Logo Color:( According to Client: Green, Blue or Pink)

Give professional suggestions

1. Rough Wireframe of the website
2. More Specific Project Plan
3. Unclear
4. More Event Information:

Detailed Schedule and Activities

More content of the event

1. Website:

Layout, theme color, Content. To make it more detailed.

1. Next Meeting: 14:00 on Monday, 12 Sep 2016

**MINUTES OF THE MEETING**

ProP Group-I / Carrot-Tech

**Opening**

The regular meeting for **Group-I** duly called and held on **12th September 2016** at **Fontys R1 2nd Floor Open Area Rachelsmolen Campus** commencing at **13:50**.

**Present Were:**

Mr. Chung Kuah Mr. Haiyi Ma Ms. YuanYuan Wang Mr. Adrian Guillot Mr. Aamir N. Rana

With the approval of members present, **Adrian Guillot** acted as **Chairman** of the meeting, and **Aamir N. Rana** recorded the minutes.

**1. Last Week in summary**

The Chairman briefly summarized all that was discussed in the previous meeting, and mentioned what will be brought up in this week’s meeting.

**2. Week 5 Meeting**

Mr. Kuah was asked if it was possible to change the date for meeting to be held in Week 5 from **26th September** to **29th September 2016** in order to provide more time for the presentation of the website. He explained it wasn’t necessary, and hence, the date wasn’t changed.

**3. Client’s Absence**

Due to some oversight by the members, the client wasn’t properly invited to the meeting. The client therefore was not present. A clear protocol was then established for inviting him, which involves sending an invite through the university’s email well before time.

**4. The Minutes**

The importance of properly recording and presenting the minutes were discussed. This was so that everyone was reminded about what was discussed in the previous meeting, and everyone agreed and approved that what was written was actually what was discussed.

The Secretary, Ms. Wang, then read the minutes of the previous meeting.

A couple of amendments were made and agreed upon by all the members.

**5. Logo**

Mr. Rana showed the members the logos he came up with and walked them through his work-process. It was agreed he’ll present them to the client in the next meeting, and the Group will then adapt whichever the client approved of.

6. The wireframes

Mr. Ma then showed the Group variations of the wireframes he came up with for the pages of the website expected to be launched by 30th September 2016. Mr. Kuah mentioned his use of the Golden Ratio was quite impressive.

**7. Project Plan**

Mr. Kuah inquired if the Project Plan which is expected to be completed by week 4 was on track. To which he was informed everything was going well. The absence of the client from this week’s meeting was inconvenient but, nothing that would throw the Group off-track.

**8. Meeting Location**

It was pointed out that the venue for the regular meetings was a bit noisy, with which the Group agreed, and promised to look into a better venue for the next meeting.

**Adjournment**

Meeting was adjourned at 14:20 by Mr. Adrian Guillot. The next meeting will be held at 14:00 on 19th September 2016 in Open Area 2nd Floor R1 Fontys Rachelsmolen.

**MINUTES OF MEETING**

Previous meeting of 19 September 2016 at Fontys R1 2nd Floor Project Room at 14:02pm.

**Attendance:**

Mr. Chung Kuah (Client)  
Mr. Chung Kuah (Teacher)  
Mr. Haiyi Ma  
Ms. Yuan Wang  
Mr. Aamir Rana  
Mr. Adrian Guillot

Yuan Wang acted as chairwoman, Adrian Guillot recorded the minutes.

**Reading of previous minutes**

Aamir Rana read the minutes of the previous week. The minutes were signed by all present as accurate.

**Logo design proposals**

Aamir Rana brought up the logo designs and walked through the process of how the design decisions were made. Several proposed logos were shown. The client liked elements from several and asked if they could be combined. These elements were the chef’s hat from one design and the more corporate typography from the other.

Next the color palette was presented. When one was suggested there was no objection. However, the client asked if those colors would work together without creating a hard to look at website. The client was assured that these colors could be made to work.

**Website design**

Haiyi Ma presented the wireframe (outline and position of elements) of the website to the client. The feedback from the client was to remove the gallery as they had no pictures of previous events (since it was their first) and to make the buttons to buy tickets bigger or brighter to convey the importance of it. Furthermore, the client suggested using a dark, non-distracting background.

The newsletter will be used to tell users when ticket purchasing opens. A mockup of the website (an image) was to be provided for the meeting on the 26th of September.

**Deliverables**

The completed business plan was to be sent by the 23rd of September.

A mockup of the website would be presented at the meeting on the 26th of September.

Have an online presence on the 30th of September.

**Further notes by teacher**

Not necessary to implement paypal connection (although would be nice)

Come up with our own price

The project must stay on scope, don’t worry about running the event specifics.

**Next meeting**

The next meeting was set for 26th of September 2016.

**MINUTES OF THE MEETING**

**ProP Group-I/Carrot-Tech**

**The regular meeting for Group-I duly called and held on 26th September 2016 at Fontys R1 2nd Floor Room 2.86 at 14:03.**

**Attendance:**

Mr. Aamir Rana  
Mr. Adrian Guillot

Mr. Chung Kuah   
Mr. Haiyi Ma  
Ms. Yuan Wang

Haiyi Ma acted as chairwoman, Yuan Wang recorded the minutes.

**Reading of previous minutes**

Adrain read the minutes of the previous week and the client amended that “the backcolor of the static website should be dark” is not from client’s requirement. The rest minutes were approved and signed by all present as accurate.

**Logo Designs**

Aamir showed two versions of the revised logo in various colors. The client chose the simplified one, slightly modifying it by moving hat to the right, but stated that the colors of the other version (Aqua & Green), and the concept of using "multiple-colored-border" should be assimilated into it. He said that the red was way too emphasized and distracting. He also suggested to make the borders thinner. Aamir agreed to have it finished in time for Haiyi to implement in the website.

**Website for Flyer Designs**

Haiyi showed the client the web design of the flyer page, two versions, the client does not like the combination of the red and yellow since there is too much contrast. Instead, the client likes the orange color. For the header and footer, the client wants to remove the colored text, keep the white color on a grey background. The client also wants to change the color according to the web content, for instance, show green hue on the camping site, and orange on some other parts of the site.

**Database and UIs**

The basic information of visitors should be saved. E.g. account numbers, names, genders, ages, emails, phone numbers, nationalities, addresses, and kinds of food preferred.

If possible and easy to perform, to make the tickets can be used multiple-times, otherwise to make it single entrance.

If loan materials are broken or not returned, the loaner will receive an email after the event for compensation.

There are two food competitions, one day for each. And for each competition, there too votes. One is voted by visitors and the other one is voted by jury.

Applications could check some basic information like:

How many people are in the event?

How many people are expected at least? (done by checking tents status)

Shops’ status (e.g. items in stock)

Visitors consuming information

Etc.

**Deliverables**

The website for the flyer should start runningby the end of 30th September, 2016.

The modified logo would be showed to the client on next meeting.

**Next meeting**

The next meeting was set for 3rd October 2016 and the place would be later informed by email.

**MINUTES OF THE MEETING**

**ProP Group-I/Carrot-Tech**

**The regular meeting for Group-I duly called and held on 14th November 2016 at Fontys R1 2nd Floor Room 2.75ab at 14:10.**

**Attendance:**

Mr. Aamir Rana  
Mr. Adrian Guillot

Mr. Chung Kuah   
Mr. Haiyi Ma  
Ms. Yuan Wang

Aamir Rana acted as chairman, Haiyi Ma recorded the minutes.

**Reading of the previous minutes**

There were no previous minutes in the last meeting.

**Reviewing project plan**

Adrian reviewed the project plan, and confirmed Carrot-Tech will keep up with the schedule.

According to the project plan, Carrot-Tech would continue working and show two deliverables, one would be the implementation of database, done by Adrian and Wang; Ma and Rana would work on other pages of the website besides the completed flyer page.

**Device discussed**

Kuah asked group members if the RFID reader has been tried, Aamir tried to ask ISSD, however, there was no working ones at that moment.

Then Kuah asked which database will be used for FoodPlus, the answer is Carrot-Tech would choose Mysql as the database.

**Next meeting**

The next meeting was confirmed on 12st November 2016 and the place would be later informed by email.

**MINUTES OF THE MEETING**

**ProP Group-I/Carrot-Tech**

**The regular meeting for Group-I duly called and held on 21st of November 2016 at Fontys R1 2nd Floor at 14:00.**

**Attendance:**

Mr. Aamir Rana  
Mr. Adrian Guillot

Mr. Chung Kuah   
Mr. Haiyi Ma  
Ms. Yuan Wang

Mr. Guillot acted as chairman, Mr. Rana recorded the minutes.

**Reading of the previous minutes**

Mr. Haiyi Ma read the minutes of the previous week. The minutes were approved and signed by all present as accurate.

**Database Model**

Ms. Wang and Mr. Guillot updated all present about their progress regarding the modelling of the database. The tutor, Mr. Kuah, went through them and pointed out the following:

Workbench: He mentioned this as a tool that makes MySQL database modelling easier and suggested its use be considered.

Constraints: He was impressed by the implementation of constraints in the database.

Surrogate Keys: All through combined-primary keys are theoretically viable; the use of surrogate key is much more preferred. It makes the database more efficient.

**Website Front-end**

Mr. Ma presented the updated front-end for the website. He was advised by the tutor that it is not necessary to give granular details regarding the site, and should try to give an overview instead. Mr. Ma was happy to oblige after receiving a demonstration from him. The tutor also pointed out the god used of animation on the websites.

**Timeline Status**

Mr. Guillot happy informed the tutor that the project was all going according to plan, and the team was in fact ahead of schedule in the database part of the site.

**Client Feedback**

The client was shown the website, then asked for his feedback, and any questions or concerns he might have regarding the project.

Regarding the look and feel of the site, the client was satisfied. He inquired about the Ticket purchasing part of the site, and was told that there will be a separate page made for it.

**Next-week Deliverables**

1. The reservation system for the website.
2. Apps connecting to database
3. Start work on the RFID functionality.

**Next meeting**

The next meeting was set for 28th November 2016 and the place would be later informed by email.

**MINUTES OF THE MEETING**

**ProP Group-I/Carrot-Tech**

**The regular meeting for Group-I duly called and held on 28th of November 2016 at Fontys R1 2nd Floor at 14:01.**

**Attendance:**

Mr. Aamir Rana  
Mr. Adrian Guillot

Mr. Chung Kuah   
Mr. Haiyi Ma  
Ms. Yuan Wang

Aamir Rana acted as chairman, Adrian Guillot recorded the minutes.

**Reading of the previous minutes**

The previous minutes were read by Aamir. Mr Kuah corrected the minutes, stating that a surrogate key is not always better, but in the situation described it had been. This was added to the minutes.

**Website**

The reservation page had been completed.

Mr. Kuah reminded Haiyi not to go into unnecessary details when describing the website.

A question was raised about the number of people per tent. For the answer, we were referred to the reader, which mentions up to 6 people per slot.

Mr. Kuah mentioned an issue on the reservation page, that would allow the guessing of login information and reservations in other people’s names. Haiyi said it would be fixed for the next meeting.

**Applications**

Adrian informed others on the progress on the database helper and rfid reader core classes.

**Additional questions**

Only the number of people per camping slot needs to be known, not who is in each.

One person may reserve as many slots as they wish.

Show the competitors in alphabetical order.

Click on picture to vote for competitors on the website.

The amount of competitors in not fixed, they may participate as long as they register in time.

**Next meeting**

The next meeting was confirmed on 5th of December 2016 and the place would be later informed by email.

**MINUTES OF THE MEETING**

**ProP Group-I/Carrot-Tech**

**The regular meeting for Group-I duly called and held on 5th of December 2016 at Fontys R1 2nd Floor at 14:00.**

**Attendance:**

Mr. Aamir Rana  
Mr. Adrian Guillot

Mr. Chung Kuah   
Mr. Haiyi Ma  
Ms. Yuan Wang

Adrian Guilot acted as chairman, Yuan Wang recorded the minutes.

**Reading of the previous minutes**

The previous minutes were read by Adrian and got approved by everyone.

**Website**

Check box on log in page was fixed.

The voting page had been completed and Mr. Kuah approved it.

The reservation page was still not fixed.

Haiyi Displayed the page can be adjusted to different devices.

In general Mr. Kuah was satisfied with the current website.

**Applications**

Yuan displayed the check-in application. And Mr. Kuah suggested to change the colour area of notification to whole back colour.

Mr. Kuah also indicated that the check in and check out were separated.

Mr. Kuan also suggested to keep ahead of schedule and do not underestimate the remaining work.

**Additional questions**

Yuan asked Mr. Kuah about the tickets reservation amount and he said it should be according to how the website was designed.

**Next meeting**

The next meeting was confirmed on 12th of December 2016 and the place would be later informed by email.

**MINUTES OF THE MEETING**

**ProP Group-I/Carrot-Tech**

**The regular meeting for Group-I duly called and held on 12th of December 2016 at Fontys R1 2nd Floor at 14:00.**

**Attendance:**

Mr. Aamir Rana (late to the meeting)  
Mr. Adrian Guillot

Mr. Chung Kuah   
Mr. Haiyi Ma  
Ms. Yuan Wang

Yuan Wang acted as chairman, Adrian Guillot recorded the minutes.

**Reading of the previous minutes**

The previous minutes were read by Yuan. Mr Kuah corrected the minutes to reflect Aamir’s tardiness.

**Website**

The completed website had been presented by Haiyi. Only some small changes were done since the previous meeting, most notably the inclusion of the “Other” gender.

A final adjusted was made to add a confirmation box so that voters know that once they vote it cannot be redone.

**Applications**

Yuan showed the check-in and the camp application. A demo was given of both applications, although some small bugs still occurred. Mr Kuah also mentioned that these applications would be run by employees, and would like the on-screen information to stay there a bit longer.

Adrian demonstrated the Overview application. Mr Kuah mentioned that he would like to see the revenue of the ticket sales and the camping on the Overview, as well as the addition of pictures of the contestants and a dedicated ‘tab’ to show the loaning information.

**Next meeting**

The next meeting was confirmed on 19th of December 2016 and the place would be later informed by email.

**MINUTES OF THE MEETING**

**ProP Group-I/Carrot-Tech**

**The regular meeting for Group-I duly called and held on 19th of December 2016 at Fontys R1 2nd Floor at 14:00.**

**Attendance:**

Mr. Aamir Rana  
Mr. Adrian Guillot

Mr. Chung Kuah   
Mr. Haiyi Ma  
Ms. Yuan Wang

Mr. Haiyi Ma acted as chairman, Mr. Rana recorded the minutes.

**Reading of the previous minutes**

The previous minutes were read by Adrian Guillot and got approved by everyone.

**C# application for overview**

Adrian presented the work he did on the dashboard. He mentioned facing some difficulties but assured the rest it will be dealt with.

**C# application for checking**

Yuan showed the changes she made to indicate errors during check-in. That is, increasing the display time for the errors.

**C# application for loaning and grocery**

Haiyi presented the loaning and shop apps. The teacher pointed out the flaw in loaning multiple items. He suggested making it possible to scan multiple items. Also provide a functionality for specifying if returned item was damaged.

**C# application for PayPal**

Aamir presented the PayPal app user interface. The teacher suggested matching the UI across all apps, and removing unnecessary buttons.

**Next meeting**

The next meeting was confirmed on 9th January 2017, and the venue will be communicated via email.

**MINUTES OF THE MEETING**

**ProP Group-I/Carrot-Tech**

**The regular meeting for Group-I duly called and held on 9th of January 2017 at Fontys R1 2nd Floor at 14:00.**

**Attendance:**

Mr. Aamir Rana  
Mr. Adrian Guillot

Mr. Chung Kuah   
Mr. Haiyi Ma  
Ms. Yuan Wang

Mr. Rana acted as chairman, Mr. Ma recorded the minutes.

**Reading of the previous minutes**

The previous minutes were read by Adrian Guillot and were approved by everyone.

**C# application for loaning and grocery**

Haiyi presented the loaning and shop apps to Mr. Kuah with adjustments. The teacher pointed out the flaw in the scanning multiple item, the user should be able to scan and input the number of items as well, if the client wants to loan large number of items.

**Final Presentation**

The teacher informed everyone that an invitation would be sent for the confirmed schedule of the presentation.

**Next meeting**

This meeting was the last meeting for the project.