

Meeting summaries

Group Members

Student Name	Leadership Role	Student ID
Ao Wai Pong, Calson	Product Owner	wai.ao
Mok Wai Tin, Tim	Scrum Master	wai.mok
Cheuk Yiu Hung, Star	Technical Lead	yiui.cheuk

Meeting on 25 Nov 2021

1. About the Application function

- a. Email, other than mobile number, shall be used to identify the user for verification.
- b. There is a place for moderator to leave a comment or advice.

2. Difference between Moderator and Administrator

Administrator can add or remove a user. Moderator can only approve/reject a survey record.

3. Circumstance under the Internet inaccessible

User should submit their records only when the Internet is available.

4. After submitting data, can the user revise the data?

The information, which is saved as a draft, can be revised many times before being submitted as a final version.

Users must confirm the correctness of information before submitting to the website. He cannot change anymore after submission. After submitting, the user waits for the moderator to approve or reject. If the user would like to delete the final version of record, the user can request removal. If the moderator rejects the survey, the user can amend and upload it again.

5. Interaction with client and project members

The group project schedule will separate functions into different pages for stages. Users will see the prototype demonstration. End-user does not care about the technology. They only want the application to run either on a computer desktop or mobile including IOS and Android.

Meeting on 29 Dec 2021

1. There will be a preliminary plan for demonstration of the product to client.
2. The application should have a user page for login and survey record list table which directly connects to the local database for survey record data retrieval. The database will be placed in the cloud or outside a local computer.

3. The web page needs sufficient tree information when it is demonstrated to client.
4. Every role should have responsibility. For example, product owner should emphasize to introduce product features. Scrum master should lead the planning of the sprint and what task should be planning in the future. Technical lead should ensure the quality of the program code.
5. Moreover, a questionnaire should be designed for the product evaluation.

Meeting on 20 Jan 2022

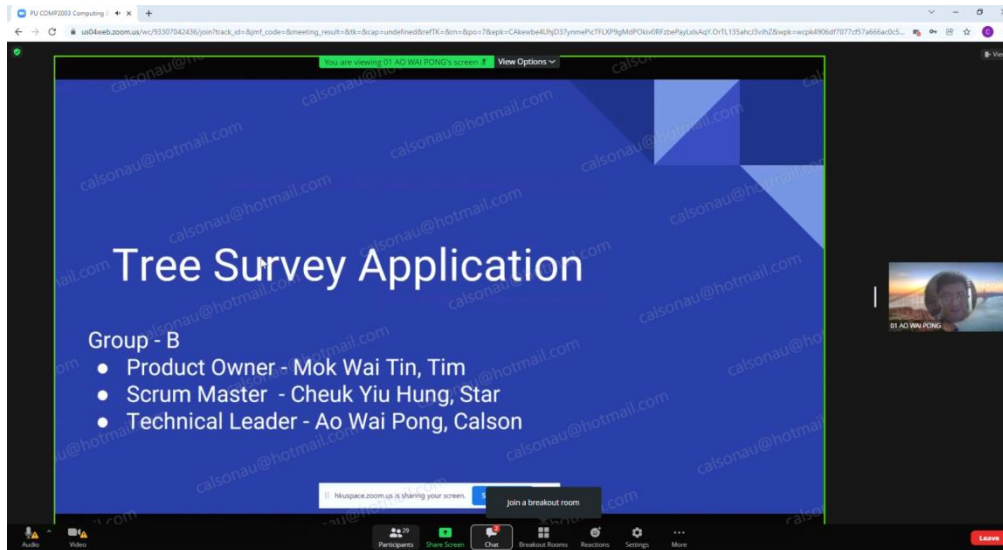
Project Plan Client presentation

Product Owner: Mok Wai Tin, Tim

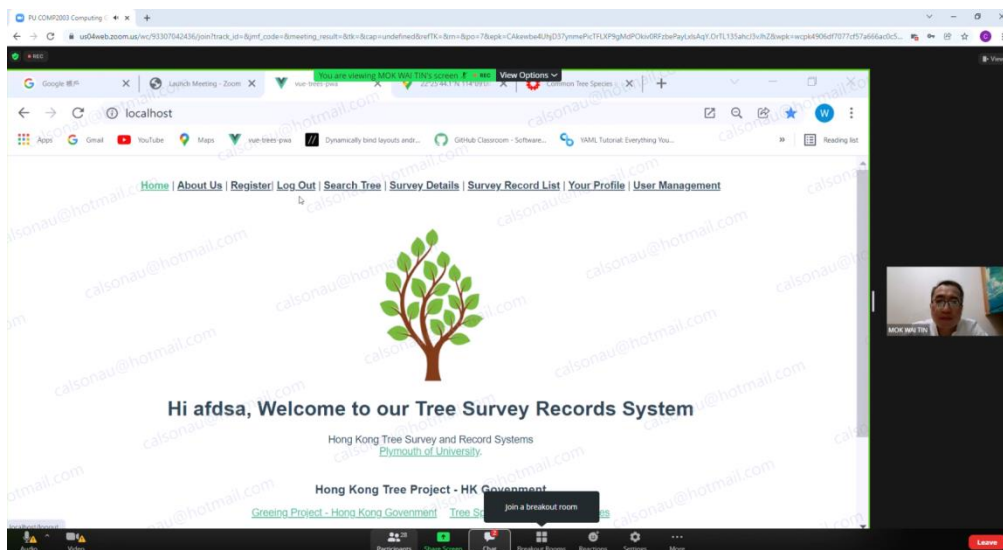
Scrum master : Cheuk Yiu Hung, Star

Technical Leader: Ao Wai Pong, Calson

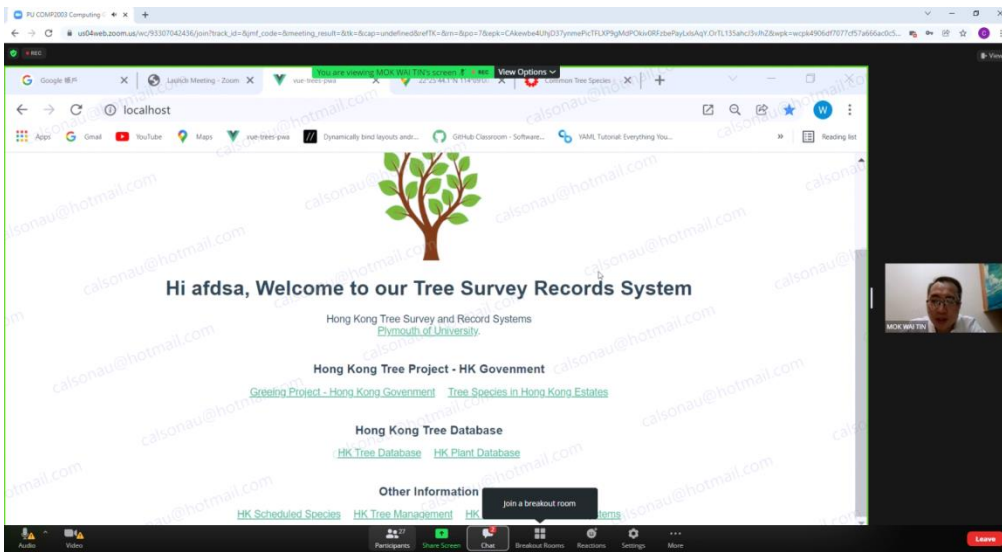
This was the first presentation which the first prototype of the product, our project management strategy, information technology had been introduced at the initial stage of product development cycle. The below images were snapshotted from the video recording.



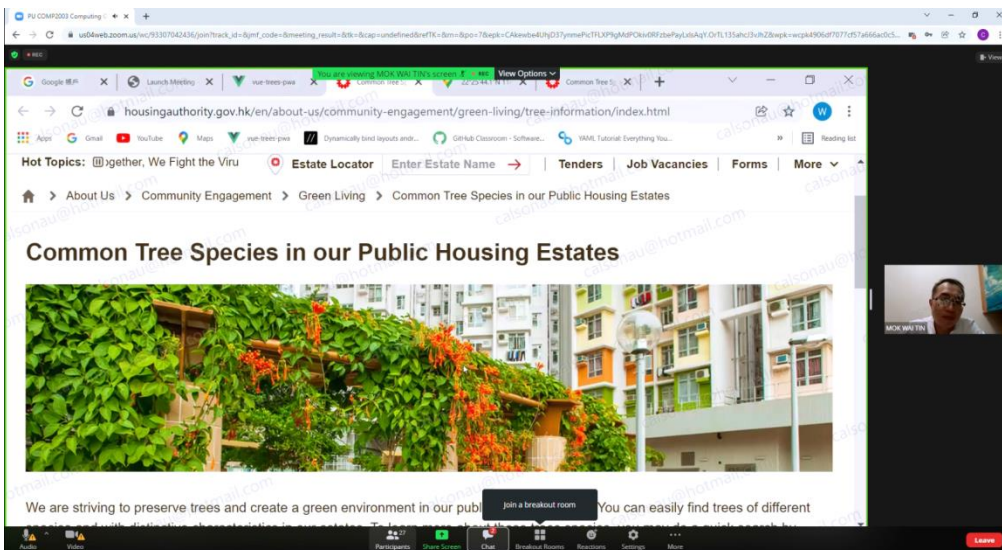
Project Plan Client presentation



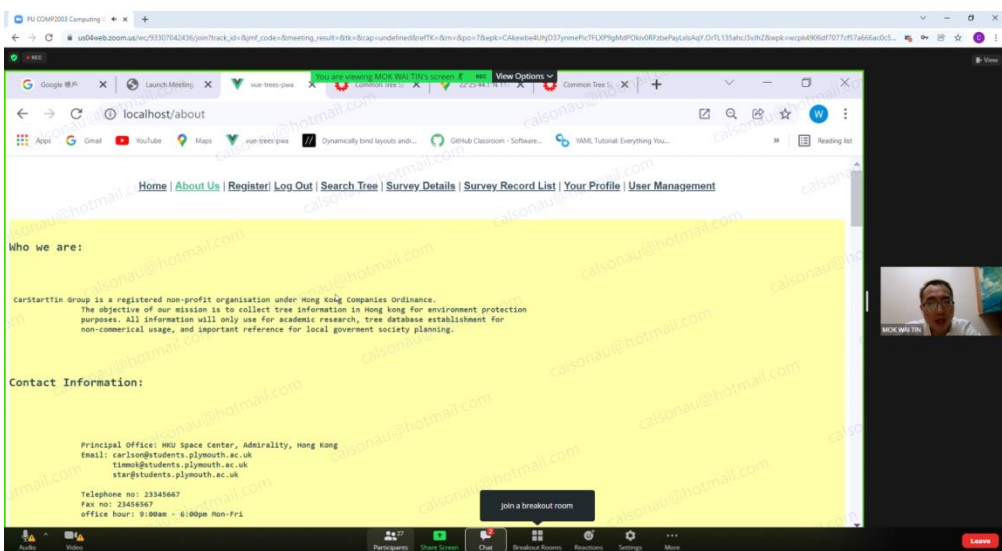
This is our application home page developed in the first high-profile prototype run on the Internet browser.



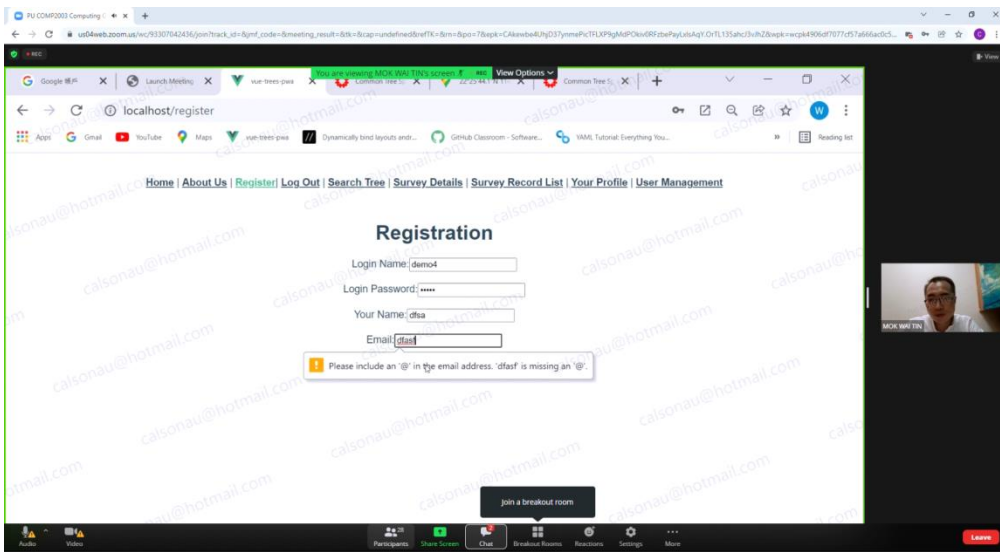
The top menu bar is composed of a list of links to which the application functions they are connecting. These include Register, Log Out, Search Tree, Survey Details, Survey Record List, Your Profile, User Management, etc.



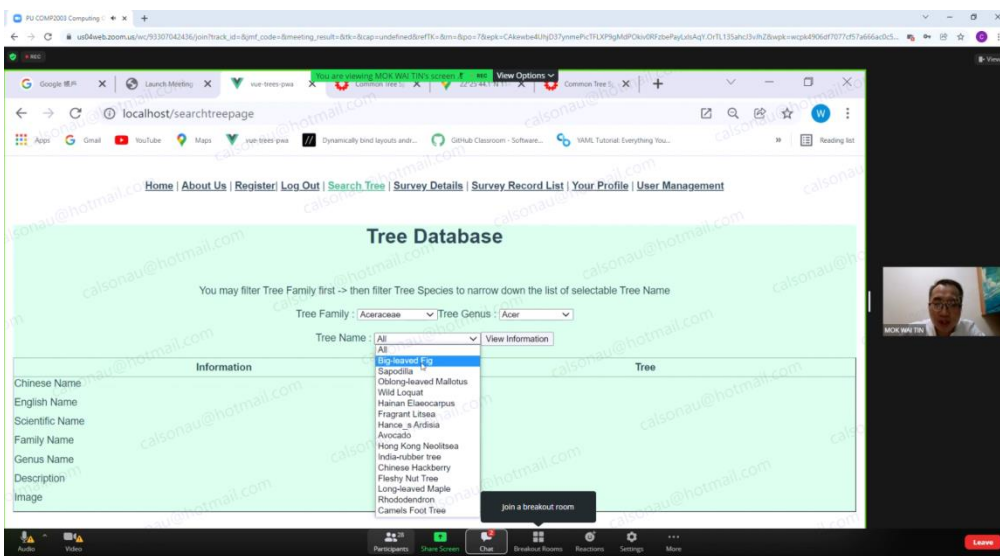
This is one of the links that application provided for user reference. It is related to a tree project organized by Hong Kong government related to common tree species in public housing estates.



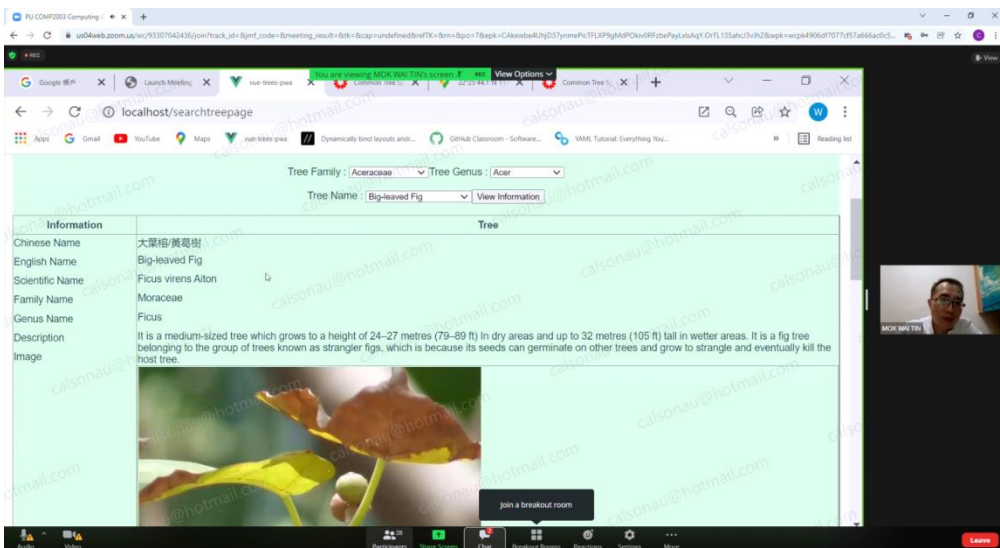
This is "About us" page. It introduces the project background, who we are, and some rules of survey submission



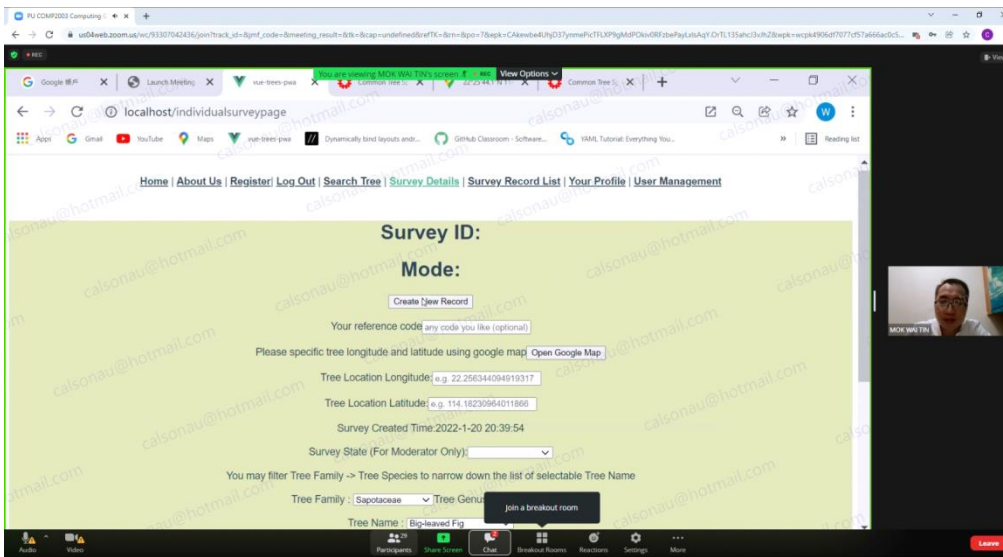
This is a page for new member registration



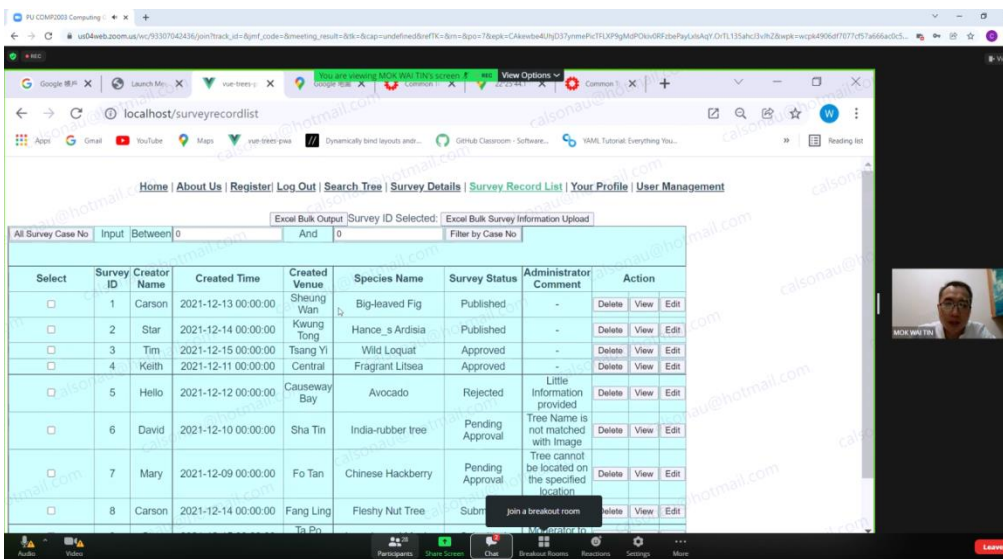
This page contains a tree search function. User can target a tree by filtering their tree family, tree genes, and general tree name.



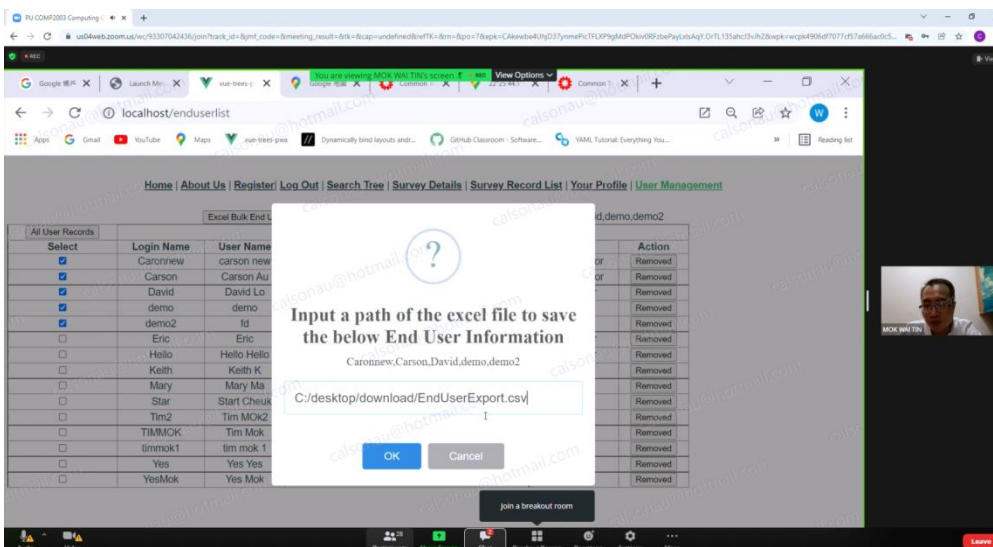
Tree information searching result is tabulated to present on a page.



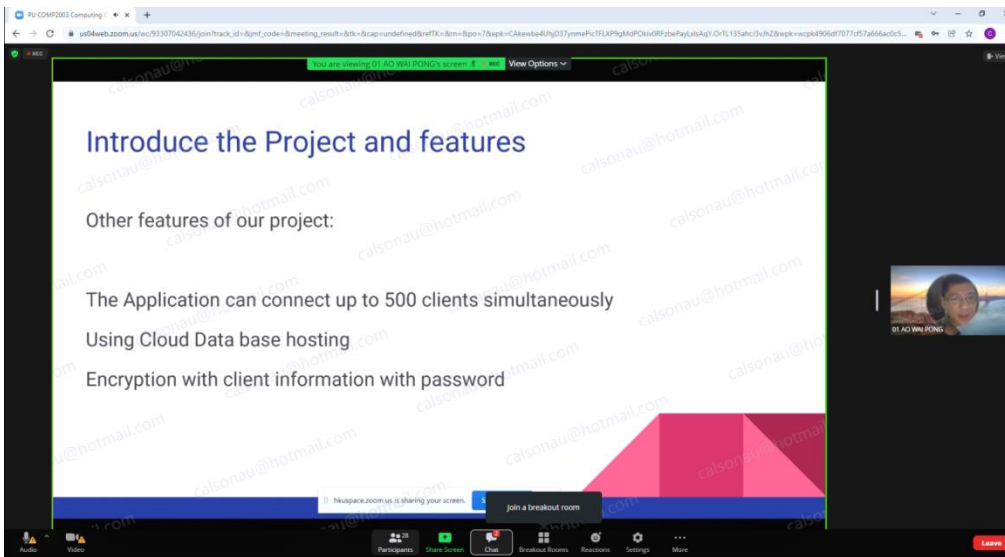
Survey Information is recorded on the “Survey Details” page.



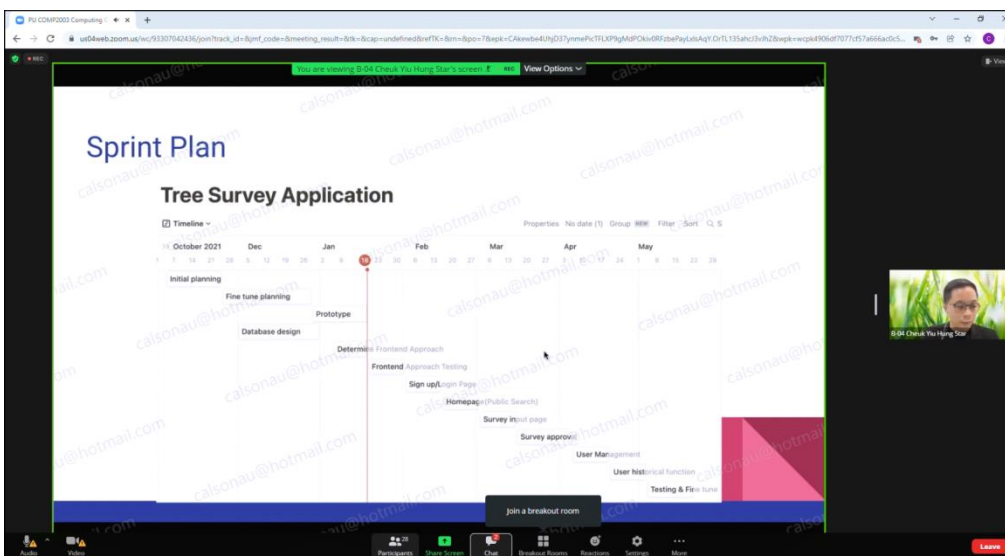
A list of historical survey records can be downloaded on this “Survey Record List” Page.



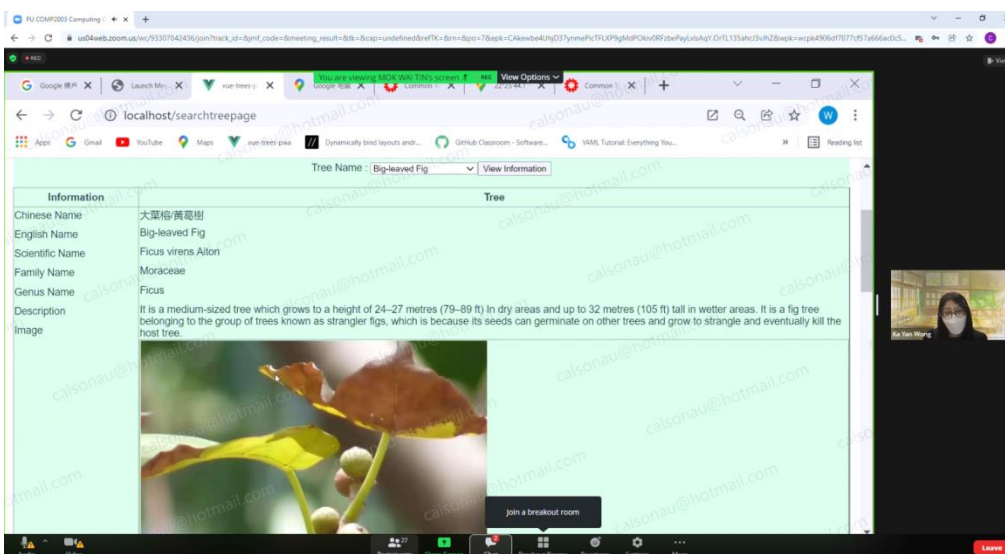
User Management Page is for administrators to manage an end-user (i.e. delete, role assignment, etc.)



Technical leader introduced the project and features: It supports multi platforms such as PC, iOS , Android System and other features of the project.



Scum master introduced our sprint plan to the client.



User tested some of the functions such as survey record input and tree filtering function.

A list of user comment is summarized as follows:

1. Client believed that our project members pretty know the requirement of project.

2. Tree information is not sufficient (i.e. no information about the location where a species usually grows at)
3. Graphic design is not attractive. The size of images is not consistent.
4. Layout design is not innovative and modern. Color management is poor.
5. Online GPS location cannot be automatically captured on the input box.
6. Bilingual feature is absent.

Meeting on 16 Feb 2022

Our roles were re-assigned as follow:

Product Owner: Ao Wai Pong, Calson

Scrum Master: Mok Wai Tin, Tim

Technical Leader: Cheuk Yiu Hung, Star

User emphasized that the application should be more innovative, and the layout of UI should be more attractive.

Meeting on 2 Mar 2022

1. Some web pages, which were developed by the Hong Kong Government, would be the benchmark for our UI design.
2. AWS was confirmed to be adopted for the tree survey information storage.
3. UI shown on our first prototype will be re-designed thoroughly.
4. Flowering and fruiting period of a tree will be provided on the application.

Meeting on 16 Mar 2022

1. The basic structure of Database was accomplished.
2. The API of back end, improvement for handling trees, surveys and users information by the admin management application was still in the middle of the development.
3. Bootstrap will be adopted for our UI appearance improvement.
4. Product test should have been started at this stage.
5. Users suggested that a bilingual feature should be included.

Meeting on 6 Apr 2022

1. Chinese name and description of some trees was added.
2. UI design of front end was improved but not still definitely not sufficient.
3. User login will be implemented before the next meeting.
4. A map was planned to be shown on the application for innovation purposes.
5. The user emphasize that the application security must be tested.

Meeting on 20 Apr 2022

1. Authentication features such as sign up, member registration was completed. End-user's email address is unique key for user login.
2. Administrator, who can remove user account and reset password was confirmed.
3. Information for authentication purposes is encrypted.

4. The API which connects between front end and back end was still developing
5. Testing for the front end was started.
6. Location of some buttons on Front-end should be placed at the top of the screen.
7. Survey operations should be tested thoroughly.
8. The Map function (GPS location information download) was placed on the backlog list.
9. Back-end function was expected to be completed in the next meeting.

Meeting on 4 May 2022

No further information was added. The development was still on the progress.

Meeting on 24 May 2022

This meeting was a final demonstration to the client.

Summary of comment received by the client:

1. The layout overall was still not attractive.
2. Bilingual feature was still absent.
3. Innovation about how to make your application more attractive to an end user should be considered in your project.
4. Technical items can be focused more on your project presentation.