Meeting Minutes

**Date:** February 9, 2015

**Meeting Time:** 9:00 PM

**Title of Meeting**: Software Engineering Project Meeting 3

**Location:** Various(Skype).

**Attendees:** Imad Ali Abbasi, Tanzeel ur Rehman, Anwer Amin

**Meeting Chair:** Anwer Amin

# Items covered

# Deciding final details for the project *For 15 mins*

The paper environment project proposed in previous meeting was approved as the final project idea. Detailed team discussion of the all aspects of the system.  
**Decision**: Go-Paperless website will be made.

# Project Work Breakdown Structure *For 30 mins*

Discussion into all the tasks that will be performed to complete the project were discussed as well as some discussion who will be performing which task.

**Action:** Anwer Amin will make the final WBS for submission.

# Development environment *For 15 mins*

As the project will be a web based system, JSP (Java server pages) was selected as appropriate development environment.

The front end presentation (UI & UX) will use on easy to use, modern minimalist design language based on HTML5, CSS3 and other appropriate web technologies.

The project will make heavy use of JQuery and JSON.

**Action:** Imad Ali will search which the most effective implementation of these Web Technologies.

# Work Flow *For 15 mins*

Some preliminary discussion into the user workflow and structure of the website. The business model for the website was discussed, as well as the user’s access to the data and features in the system.

**Action:** Anwer Amin will make a rough ERD for the systems base functionality to aid in the understanding of functional requirements.

# Next Meeting Date and Time

It was agreed to have the next meetings on the February 17 at 9:00 pm. Next meeting will be online (Skype).