# Checkpoint Meeting Minutes

|  |
| --- |
| 3 |

## Group Identifier:

|  |  |  |
| --- | --- | --- |
| 23 | 02 | 2017 |

## Date of Meeting:

## Attendance Register:

|  |  |
| --- | --- |
| **Name** | **Present** |
| Ismail Abukar | X |
| Amy Dowse | X |
| Dorota Hawro | X |
| Sanjeev Ponnapula | A |
| Falah Zaidan |  |

If present mark with (X), approved absence (A), otherwise leave blank

## Progress review of last week

|  |  |  |
| --- | --- | --- |
| **Name** | **Task Description** | **Task Status** |
| Person 1:  Ismail Abukar | Implement the functionality of the main screen for own module | O |
| Implement links from main screen to subsequent screens for own module | O |
| Implement functionality of subsequent, connected screens for own module | O |
| Person 2:  Amy Dowse | Implement the functionality of the main screen for own module | O |
| Implement links from main screen to subsequent screens for own module | O |
| Implement functionality of subsequent, connected screens for own module | O |
| Person 3:  Dorota Hawro | Implement the functionality of the main screen for own module | O |
| Implement links from main screen to subsequent screens for own module | O |
| Implement functionality of subsequent, connected screens for own module | O |
| Person 4:  Sanjeev Ponnapula | Implement the functionality of the main screen for own module | O |
| Implement links from main screen to subsequent screens for own module | O |
| Implement functionality of subsequent, connected screens for own module | O |
| Person 5:  Falah Zaidan | Implement the functionality of the main screen for own module | O |
| Implement links from main screen to subsequent screens for own module | O |
| Implement functionality of subsequent, connected screens for own module | O |

Max three rows per group member. Task status: (C) completed (O) ongoing (X) no report

## Plan for next week

|  |  |  |
| --- | --- | --- |
| **Name** | **Task Description** | **Task Status** |
| Person 1:  Ismail Abukar | Implement the functionality of the main screen for own module | O |
| Implement links from main screen to subsequent screens for own module | O |
| Implement functionality of subsequent, connected screens for own module | O |
| Person 2:  Amy Dowse | Implement the functionality of the main screen for own module | O |
| Implement links from main screen to subsequent screens for own module | O |
| Implement functionality of subsequent, connected screens for own module | O |
| Person 3:  Dorota Hawro | Implement the functionality of the main screen for own module | O |
| Implement links from main screen to subsequent screens for own module | O |
| Implement functionality of subsequent, connected screens for own module | O |
| Person 4:  Sanjeev Ponnapula | Implement the functionality of the main screen for own module | O |
| Implement links from main screen to subsequent screens for own module | O |
| Implement functionality of subsequent, connected screens for own module | O |
| Person 5:  Falah Zaidan | Implement the functionality of the main screen for own module | O |
| Implement links from main screen to subsequent screens for own module | O |
| Implement functionality of subsequent, connected screens for own module | O |

Max three rows per group member. Task status: (N) new (O) ongoing (X) no report

## Other Issues and Risks

|  |
| --- |
| Falah is still not attending meetings. After emailed Martin Neil for advice Falah presented the group with a list of his issues via WhatsApp – members read these and felt that they were best dealt with in person as WhatsApp doesn’t allow for easy discussion.  Multiple members of the group asked Falah to attend the meeting on 23/2/17 so that we could address the issues, make a plan for moving forward and update him on the information he has missed.  However; Falah did not attend the meeting. We are concerned by this as we are now unsure how to move forward from this.  Falah has uploaded a lot of files (2 days ago) but has not provided any explanation of what they are or their use. We are unsure which of these files are relevant to our project as this stage/  Various members have also dealing with colds and illnesses over the past week which has meant progress has slowed down. We are hoping to catch up this lost time over the weekend so we have pushed back our target of integrating from 23/2/17 to 28/2/17 to accommodate this.  Following this meeting, we received a reply from Martin Neil regarding our concerns. He informed us that we could swap modules so Dorota is now responsible for parts and Falah is responsible for specialist repairs. This gives Dorota very little time to becomes fully immersed in the parts module. |