Team 12

Meeting Minute’s and Details

Weekly **Regular** Meetings @ 15:00 each week on a Tuesday

***21009142 Issy Khan (Team Leader)***

***21023551 Yahya Feroze (Secretary)***

***20019170 Amjad Hussain***

***22031857 Junyi Li***

***19011388 Kaiam Hussain***

***22032400 Jack Zheng***

***Meeting 1:***

**Date:** 07/02/2023 @ 15:00

**Participants:** Issy Khan, Yahya Feroze, Amjad Hussain, Junyi Li, Kaiam Hussain, Jack Zheng

**Content:**

We have discussed the projects which were shown to us and have made our choices collectively as a group. Project 2 stood out most. We analysed and broke down the specs of the project and figured out everyone’s strengths but also things to improve on. This project will help us gain key skills and knowledge in many areas.

We decided that each of us will begin to research and gain a better understanding of what will need to be done for this project to be completed successfully. Everyone will come up with questions to ask our client when we interview them in the coming weeks, so we are then able to start designing and implementing.

Each member will come up with at least 2 detailed questions so we can ask our client.

All members were present in this meeting, and everyone is looking forward to this project.

This meeting lasted 40 Minutes.

***Meeting 2:***

**Date:** 14/02/2023 @ 15:10

**Participants:** Issy Khan, Yahya Feroze, Amjad Hussain, Junyi Li, Kaiam Hussain, Jack Zheng

**Content:**

All members are present, and we have discussed the strategy for the interview with our clients. We have documented all our questions and have decided to also audio record this interview to analyse our clients’ answers. We have a general idea of what we will be designing and implementing, however the interview with the client will allow us to specify it to their needs.

All members were present in this meeting.

This meeting lasted for 1 hour 10 minutes.

***Interview:***

**Date:** 14/02/2023 @16:30

**Participants:** Issy Khan, Yahya Feroze, Amjad Hussain, Junyi Li, Kaiam Hussain, Jack Zheng

**Content:**

During the interview, we thoroughly discussed the features needed for our client’s website. The website will have two user interfaces, one for users and one for administrators. The admin page should include all necessary permissions and controls for website management. In order to ensure security, the website should have an authentication system for both users and administrators, with passwords encrypted. It should have a database management system for organising assets and other data, with assets managed via the administration page. The database's data should be always encrypted. The website should include a logging and metadata feature that monitors all actions taken and a search function that organises assets and makes them easy to find. Assets should be visually represented with graphs and other visual aids. For added security, the website should have different security levels for administrators and users, as well as multi-factor authentication and two-step verification. Users must be registered and verified before they can access the website, and only.gov.uk email addresses are permitted. Password reset should be possible via email. To make it easier to use, the website should be accessible to users with disabilities, with a user-friendly design and minimal colours. Finally, to ensure data security, sensitive information should be encrypted.

***Meeting 3:***

**Date:** 21/02/2023 @15:20

**Participants:** Issy Khan, Yahya Feroze, Amjad Hussain, Junyi Li, Kaiam Hussain, Jack Zheng

**Content:**

Following our previous group meeting, each member conducted additional research on the project at hand. We had a meeting to identify and assign roles to each person based on their areas of expertise and preferences. After careful consideration, we have assigned specific tasks to each member to complete before our next scheduled meeting.

To ensure the smooth progression of the project, each member must complete their assigned task within the time frame specified. We encourage all team members to work effectively together and communicate any challenges or issues that may arise during the task completion process.

**Roles :**

Issy Khan- documentation, client interaction, programming, testing

Yahya Feroze- documentation, client interaction, programming, testing

Amjad Hussain- client interaction, testing, UML diagram

Junyi Li- client interaction, programming, testing

Kaiam Mustafa- client interaction, testing, documentation

Jack Zheng- client interaction, programming, testing

***Meeting 4:***

**Date:** 28/02/2023 @ 15:30

**Participants:** Issy Khan, Yahya Feroze, Amjad Hussain, Junyi Li, Kaiam Hussain, Jack Zheng

**Content:**

During our most recent group meeting, we had a thorough discussion about each member's progress over the previous week. We reassigned roles for the coming week based on the outcomes of the discussion. It's worth noting that some of the roles are extensions of the previous week's work.

We are pleased to report that we were successful in connecting the PHP server and the webpage. In addition, we were able to successfully integrate a map feature that displays assets from the CSV file. This development marks an important step forward in the project's development.

We have assigned specific tasks for the coming week in order to build on the progress made so far. The team will concentrate on allowing users to upload their own assets to the server and map. This task will necessarily require the use of advanced skills and knowledge to ensure the feature's seamless integration into the existing system.

We are confident that with our combined efforts and expertise, we will meet the project's objectives. We encourage all members to work hard and remain dedicated to producing high-quality work.

***Meeting 5:***

**Date:**  08/03/2023 @ 13:00

**Participants:** Issy Khan, Yahya Feroze, Amjad Hussain, Junyi Li, Kaiam Hussain, Jack Zheng

**Content:**

We have developed 2 prototypes for our web interface, and we are now comparing differences and choosing which one to develop further. On the first prototype, Issy, Jack and Junyi have developed one interface, and the second prototype, Yahya, Kaiam and Amjad have developed. We have viewed both and are trying to take parts of code form both prototypes to create our final version. We are beginning to unit test our code. By next week we will have begun developing our final version and start to make sure everything is in place and the core specs for the requirements for this project to be completed, by the deadline date.

***Meeting 6:***

**Date:**  15/03/2023 @ 11:30

**Participants:** Issy Khan, Yahya Feroze, Amjad Hussain, Junyi Li, Kaiam Hussain, Jack Zheng

**Content:**

We have chosen our final prototype for the web interface and have decided to merge one teams admin portal and one teams web interface. We are now just finishing up the final tasks such as the gantt chart. We will start to unit test the code as soon as we have finished this up. We also need to pre record the web interface and showcase all its functions as our client will not be available next week.

As of now, the following people have worked on the following:

***Issy Khan:*** Has worked on documentation and implementation.

***Yahya Feroze:*** Has worked on documentation and implementation.

***Jack Zheng:*** Has worked on implementation and unit testing.

***Junyi Li:*** Has worked on implementation and unit testing.

***Amjad Hussain:*** Has worked on documentation and unit testing.

***Kaiam Mustafa:*** Has worked on documentation and implementation.