

Team 16
NGO Information Management Suite
Minutes of the Meetings

Documentation Template: (Please Maintain the Format)

About Fonts and styles

- Style- Arial
- Size- 12 point
- Bold- Only the headings

MOM#”Number of the Meeting”	Name of the person writing the MOM	Remarks:
Date of the Meeting	Timing of the Meeting	Venue of the Meeting

Task Check:(Check on work allocated during last meeting)

Sr	Task	Responsibility	Deadline	Done(Y/N)	Why ?(N)
1.					
2.					

Agenda:(The Current Meeting’s Agenda)

1. \
2. \

Discussion:(Important issues and points raised during the meeting)

1. |
2. |

Outcome: (Conclusions pertaining to points above)

1. \
2. \

Task Allocation: (Tasks allocated in the current meeting)

Sr No	Task	Responsibility	Deadline
1.			
2.			

MOM#1	Aakash
05/01/12	1330 to 1500hrs

Agenda(First Meeting)

1. Brainstorming Session about Project ideas.

Discussion

- 1.
2. Digitized survey support for the government.
3. NGO IMS
4. Self updating Faculty Web Pages
5. Webmail, Ecampus, Moodle etc integration.

Outcome

1. Scrapped.
2. To be Discussed in detail later
3. To be Discussed in detail later
4. To be Discussed in detail later
5. To be Discussed in detail later

Tasks for all Members

1. Having got a hang of available ideas, everyone is supposed to come back having looked into the pros and cons of the ideas in the next meeting.

MOM#2	Megha
07/01/12	

This is the thing discussed in meeting on 7th Jan :

- 1.) We thought about the ideas of Faculty Website and Census, discussed it's usability and the kind of work we will have to do. Kind

of decided not to do these projects as they have a different need rather than a SEN Project work. One has not much work in terms to show, other is more DBMS oriented.

2.) We expanded on idea of Personalized Student app - i.google kind of , with webmail, moodle, entelechy, RC login integrated, without changing the features of webmail or moodle themselves. Along with this we wish to integrate these 3 other things as well, to make it bigger and better :

a) Student Calender - Fed in exam dates, personal events, college cultural events (later we can automate it by taking these details from our intranet pdf's) - With notifications by sms.

b) Group chat with friends

c) Slide sharing while studying to enable group studying (suggested by Lalit)

d) Broadcast to all existing users on the main page about resources students have in our college and wish to sell them (as in mostly second hand books, etc)

3.) Decided this idea to be kept in mind, and search for a backup idea to be presented to Prof.Banerjee on 9th Jan.

4.) Any new ideas for backup and main , to be finalized by tomorrow (8th Jan - 5pm meeting).

5.) Deciding group leader on Monday in lab session.(Aakash wishes to be (as told by Lalit), and I don't have problem being so if needed, else alright.)

MOM#3 8/01/12 1730 to 1900

Megha

The Sunday Meet

Discussion about various Project Topic

MOM#4 9/01/12 1400 to 1800

Palashi & Surbhi

lab meeting + meeting professor + group leader decision

Decided Project Topic after meeting professor among two topics

MOM#5 11/01/12 1230 to 1315**Anshul****afternoon meet after discovering that the topic is cliché**

- Discussion on why survey idea is not suitable for our project.

Reason: It is already implemented by the government.

- Proposal Writing Work assigned to Aakash

MOM#6	Lalit	
11/01/12	2130 to 2300	Venue- CEP 104

Purpose: - To do a feasibility study of the project.

Client Side

- Count number of Ration Cards, literates, people who require a land for mortuary in an area via Messaging.
- Social Mapping via Messaging + GPS Locator.

Also we have to provide an authentication at the client side where the volunteer will have to login with a username and password given to him.

Issue discussed: - This can be done either by using an android app or a normal phone having GPS enabled in it.

Conclusion: - Normal phones with GPS costs around Rs 2,000 while a basic android phone (Micromax mobiles) will cost around Rs 3-4,000. We can choose either one of them after getting in touch with our client.

Server Side

- Database is updated when a message is received.
- An acknowledgement should be sent to the volunteer on receipt of a message for validation of the input received.
- Social Map Update.

- Requires NGO Admin Authorisation.
- Admin can select the fields to be displayed on their website
- CMS System

Issue: - For social mapping, whether to use google api or jquery.

Conclusion: - Not resolved yet.

Public Website

- Website Template
- -Generalised for tribal NGO
- -Would have different themes.

Any NGO Website's Context

Any NGO will require the following fields to be displayed on their website: -
About the NGO, Events, Gallery, Community, Contact Us, Publications, Media,
Student Projects, Social Projects.

Proposed S/w, Languages to be used for coding: -

Android App

Database Management: - MySQL

Website Designing: - PHP

Social Mapping: - Google Maps or JQuery

Tasks to be done: -

- **Live Client:** - Present our idea to Prof G.Devy and look for a client for our web application.
- A **Short proposal** to be sent by 12th night containing title, goal and need of our project.

MOM#7	Parth
19/01/12	21:30 to 23:00

SR no.	Task	Responsibility
1	In Application (android) language feasibility (hindi, gujarati)	Anshul
2	Code for existing website	Lalit
3	Study other IMS (structures)	Palashi,Lalit
4	Search about feasibility issue related to client application (website base or android)	Megha,Jatan
5	Find formats for the reporting documents	Jesal

*These tasks should be done before next meeting (Monday-lab)

Information about NGO(NGO's work)

Works on identity for tribal

Basically they survey about following matters.

1. Voter ID card:

- Survey: A family has Voter ID card or not.
- If doesn't have then gather info. About family like family head, no. of members in family, their relationship etc.
- Then write an informal letter about this and send it to government officials (NGO keep 1 copy of this letter)

2. Ration card:

- Find out the category of a family for ration card. APL, BPL or Antyodaya.
- Then they will survey for ration card and if family doesn't have ration card then write a letter in a similar manner (to gov.)

3. Residential land:

- They are having their own land or living on gov. land
- Gov. provides land/home to families which are in BPL category , so NGO write letter in a same way.

4. Home

- Family have or not.

5. Child education:

- Survey about education of children of these families according to their age(6-14)

- Survey about drop-outs.
- If there are a group of 10 families then NGO start kind of tent school for children (age 6-14 year) to make them capable enough so that they can get admission in gov. school.

6. Occupation:

Ø Programms:

- Housing project
- School project
- Advocacy
- Life skill development (organize workshops)

Currently , 5 coordinators are working for 1300 settlements.

Ø Make list (Names) for NGO's activity like blanket distribution, clothes distribution etc.

Ø NGO's expectation in web-site: Donor's page, Testimonial's page.....

Ø For donation : A/C no. and email info in the website

Ø In website, store or museum of item made by these people.

Ø Skill database (skills, name of artist)

Documentation Format:

- Font: Arial ,Size: 12
- Sub-heading size: 12, **Bold**
- Headings size: 14, **Bold**

MOM#8

Jesal

MOM#8	Jesal
Date: 24/01/2012	14:00-17:00 hrs

Discussion about SDLC model and assigned each member 1 model to study.

MOM#9	Jatan
Date: 26/01/2012	2130-2230hrs

1> We discussed about the design of the management system:

2> We discussed about the need of defining the scope of our database. We still need to find out to which extent we want to cover the information in our database?
For example:

3> We also thought about the need of multiple databases or single is enough. Like we can use the function "VIEW" of SQL to present tables in different users. Creating multiple databases lead us to more memory consumptions.

4> We got to know that PLSQL has a option of "Report Generation" through database.

5> Then we discussed about social maps, whether they would be visible to all or to decision making panel of the NGO only??

Future Goals:

Team Division:

SRS & User Manual

Surbhi
Plashi
Jesal
Aakash

Document Design(Database)

Megha
Lalit
Jatan
Parth
Anshul

We need revising **Project Plan and Feasibility Report.**

MOM#10	Aakash
27/1/2012	2300-2330hrs

Agenda:

1. Dev Model

Minutes:

Surbhi explained- 1. iterative and conventional
conclusion: iterative should be taken. according to discussion conventional was absolutely not to be taken.

Anshul explained- 1. Prototype
conclusion: strong contestant

Outcome:

Lalit will share a google doc listing who has to read what model and post its merits and demerits.

People should complete that work by 28th jan,2012 night.

MOM#11	Aakash
30/1/2012	lab 011

Task check:

Development Life Cycle Models

All members Check

SRS and Design Work.

1. Minimal work done

2.Minimal Work done

Agenda:

1. Finalize one model : Incremental

Outcome: Incremental model chosen and doc submitted.

Sr. No	Tasks:	Responsible Members
1	SRS	Palashi Surbhi Jesal
2	Design	Others
3		
4		

MOM#12	surbhi
9/2/2012	cep 107

topics discussed:

We discussed the first draft of the design flowcharts of various modules:

1. family module
 2. school module
 3. social mapping
 4. server module
- and some other data flows

Agenda:

discussed the final submission date of the first draft of the **SRS document** which is **latest by sunday morning.**

Outcome: Incremental model chosen and doc submitted.

Sr. No	Tasks:	Responsible Members
1	SRS + user manual	Palashi Surbhi Jesal
2	Database - ER, Realtions, Queries generation	Megha, PM
3	document revision	aakash
4	design doc- architecture, dataflow	anshul, lalit
5	design doc- use cases	aakash
6	back end coding	surbhi , lalit , Jatan

7	front end coding	palashi jesar aakash
8	android app	megha, anshul, PM

MOM#13	Anshul
13/2/2012	SEN Lab3

Work Distribution

Till Monday Night	
SRS review	Parth,Megha
Low-level Review	Anshul
High-level Review	Aakash
Till Thursday	
User Manual	Lalit,Surbhi,Jesal
	Review: Parth
Test Plan	Megha,Jatan,Palashi

	Review:Anshul
Previous Docs Review-Technical	Aakash
Create,Insert Queries	Parth
Lab3 Assignment-Till Lab3	Megha

Coding Team-Will Start Working from Thursday

Android Application	Anshul,Megha
PHP	Lalit,Surbhi,Jatan,Parth
Design-HTML,CSS	Aakash,Palashi

Activity Sheet Fill (Shared in google doc) in the future.

Next Meeting-Thursday,4 pm.

Agenda:

Git Hub Installation

MOM#14	SURBHI
24/2//2012	cep

Task check:

1. all members check
2. all tables for database development discussed and checked in detail
3. database flow discussed along with the ER diagram and the schema
4. cocomo model discussed and some features finalized related to the phase estimation
5. software type discussed

Agenda:

1. finalize the draft of the cocomo model
2. database tabled to be finalized and discussed.

Outcome: cocomo model checked and database tables almost finalized and coding work discussed platform finalized for coding

Sr. No	Tasks:	Responsible Members
1	cocomo	jatan, megha
2	activity sheet	everyone
3	traceability matrix	surbhi, Parth
4		

Pending issues:

1. ER of social mapping
2. target achieved and acoordinator performance and district /taluka/ village range to be finalized and added to the tables.

MOM#15	Aakash	Remarks:
12/3/2012	2 to 4pm	It314 lab

Task Check:(Check on work allocated during last meeting)

Sr	Task	Responsibility	Deadline	Done(Y/N)	Why ?(N)
1.	unit tested modules	Anshul	11th march	n	pending work
2.	unit tested modules	Aakash	11th march	n	pending work

Agenda:(The Current Meeting's Agenda)

1. How much work done so far ?

2. How to integrate until wednesday ?

Discussion:(Important issues and points raised during the meeting)

1. how to integrate ?
2. GPS, acquiring hardware for testing, web hosting

Outcome: (Conclusions pertaining to points above)

1. use a phone for testing
2. changes in tablet requirements, aakash tablet not capable to cater to all needs
3. pagekite.

Task Allocation: (Tasks allocated in the current meeting)

Sr No	Task	Responsibility	Deadline
1.	Client side team	unit tested modules for increment 1	15th march
2.	Server Side team	unit tested modules for increment 1	15th march

MOM#16	Aakash	Remarks:
15/3/2012	9 to 10pm	CEP107

Task Check:(Check on work allocated during last meeting)

Sr	Task	Responsibility	Deadline	Done(Y/N)	Why ?(N)
1.	client side team	Anshul	14th march	n	pending work
2.	server side team	Aakash	14th march	n	pending work

Agenda:(The Current Meeting's Agenda)

- 1.Integration
2. about Increment 2
3. Pending work

Discussion:(Important issues and points raised during the meeting)

1. how to integrate ?
2. GPS, acquiring hardware for testing, web hosting

Outcome: (Conclusions pertaining to points above)

1. jesal's tablet for family submission and all
2. android phone borrowed from a peer for social map.
3. nikhilism.com or heliohost for web hosting.

Task Allocation: (Tasks allocated in the current meeting)

Sr No	Task	Responsibility	Deadline
1.	Client side team	complete integration	25th march
2.	Server Side team	complete integration	25th march

MOM#17	Anshul	Remarks:
18/3/2012	2 to 3 pm	CEP107

FUTURE PLAN

24 to 31 march :10 days

Tasks To Be Done:

- **Android:**
 - Improve Look and Feel Android Xmls
 - Improvemnt in Family Module
 - Social Map Module
 - Item Distribution Module
- **Server:**
 - Project timeline
 - Settings
 - Help page
 - Design
 - Map
- **Integration of Android (Client) and Server Side**
- **Final Deliverables:**
 - Family Module
 - Social Map Module
 - Community Wise Analysis
 - Coordinator Performance
 - Item Distribution

1st April:
Field Testing

MOM#18	surbhi	Remarks:
29/3/2012	9:30-10:30	cep105

Task Check:(Check on work allocated during last meeting)

Sr	Task	Responsibility	Deadline	Done(Y/N)	Why?(N)
1.	project timeline	jatan	29th march	y	
2.	help in settings	jesal	29th march	n	pending search toolbar

Agenda:(The Current Meeting's Agenda)

1. How much work done so far ?
2. How to integrate and make it fully functional until 31s march for field testing ?
3. complete all the documents and pending work till 31s march.

Discussion:(Important issues and points raised during the meeting)

1. GPS, web hosting, mapping

Task Allocation: (Tasks allocated in the current meeting)

Sr No	Task	Responsibility	Deadline
1.	modify database ER and schema according to recent changes	MEGHA	31st march
2.	SRS review	PALASHI	31st march
3.	documentation	SURBHI JESAL JATAN	30th march
4.	map completion	PARTH AAKASH	31ST MARCH
5.	Integration	LALIT	31st march
6.	Server-side mapping and web-hosting	AAKASH	31st march
7.	help in settings	JESAL	31st march
8.	add/drop project	parth,surbhi	31st march
9.	social map gps working on client side	MEGHA	31ST MARCH

DEADLINE 31ST MARCH FOR FIELD TESTING.

Server side

Jatan- project timeline, documentation

Jesal- Help Page, website hosting, documentation

surbhi- documentation

Parth- maps, validation

Aakash- maps, website hosting

MOM#19	Aakash	Remarks:
2/4/2012	2-5pm	Lab

Task Check:(Check on work allocated during last meeting)

Sr	Task	Responsibility	Deadline	Done(Y/N)	Why ?(N)
1.	gps et al	megha	30/3	y	
2.	table display	jatan	4/4	n	

Agenda:(The Current Meeting's Agenda)

1. Test 1 issue tracking
2. Meeting with Professor

Discussion:(Important issues and points raised during the meeting)

1. Documentation versus coding
 2. Subtle improvements in the modules
- a. validation
 - b. data transfer issues

Outcome: (Conclusions pertaining to points above)

1. Test 2 on thursday/friday
2. all documents should be ready by sunday
3. Project should be ready by sunday

Task Allocation: (Tasks allocated in the current meeting)

Sr No	Task	Responsibility	Deadline
1.	Projects project database entries(PROPER)	Jatan Surbhi	3rd april
2.	show data tables	Jatan	4th april
3.	maps	aakash	4th april
4..	documents srs (design)ER and RS diagram, other necessary diagrams+review (design)architecture + data flow test plan project plan user manual user(+installation) guide (android app) RMP(2 april) SQMP CMP	palashi megha lalit and anshul aakash parth lalit megha,palashi SURBHI,jatan,jesal	5 april 5 april 5 april 4 april 5 april 5 april 5 april 3 april night

MOM#20	surbhi	Remarks:
6/4/2012	7-11pm	cep 106

Agenda:(The Current Meeting's Agenda)

1. RMMMP
2. project timeline
3. traceability matrix
4. gantt chart

Discussion:(Important issues and points raised during the meeting)

1. discussion on the RMMMP to the whole group and its purpose and discussion
2. projects timeline
3. changes in the traceability matrix

Outcome: (Conclusions pertaining to points above)

1. final draft of RMMMP
2. next meeting in the morning for SCMP and SQMP

Task Allocation: (Tasks allocated in the current meeting)

Sr No	Task	Responsibility	Deadline
	documents srs	palashi	7 april
	(design)ER and RS diagram, other necessary diagrams+review	megha	7 april
	(design)architecture + data flow	lalit and anshul	7 april
	test plan	aakash	6 april
	project plan	parth	7 april
	user manual	lalit	7 april
	user(+installation) guide (android app)	megha,palashi	7 april
	item distribution	anshul	
	SQMP CMP	SURBHI,jatan,jesal	7th april morning

MOM#21	surbhi	Remarks:
7/4/2012	8-10pm	cep 105

discussion of the SQMP and doubts cleared about the SCMP topics.

MOM#21	surbhi	Remarks:
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8/4/2012		cep 105
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full team work to give final touch to the project for submission

MOM#22	surbhi	Remarks:
9/4/2012		cep 105

full team work to give final touch to the project for submission

MOM#22	surbhi	Remarks:
10/4/2012		RC

full team work to give final touch to the project for submission