Team minutes

Date: 28th January 2024

Meeting Location: Online Zoom

Meeting Leader: Kamal Singh

Minutes: Md. Fahim

Attendees:

Kamal Singh	Present
Md. Fahim	Present
Oshan Jain	Present
Daniel Amadike	Present
Sabrina Mei	Present
Maham Mahmood	Present
Suhaana Hussain	Present

Discussion Topics:

Presenter	Discussion Topic	Minutes
Kamal	What are the questions that we should ask about?	Kamal: We should come up with questions to ask the client. Daniel: We should first make a list of top-level requirements. Like questions related to authentication, roles.
Kamal	Questions related to Authentication	Oshan: What kind of auth do they require, do they only want OAuth or do they also want traditional username/password auth. Sabrina: What kind of OAuth Identity provider do they use? Most companies use Google Suhaana: What if they use SSO?
Kamal	Questions related to emails	Maham: Do they already have an Email service which they will be using to send emails. Fahim: When do they want to receive emails. On every update or only on some occasions? Kamal: Do they want reminders via email when a task is overdue.
Kamal	Questions related to Roles in the app.	Maham: Do they require more roles other than supervisor and normal users. Oshan: What can supervisor do, can they delete tasks? If there are more roles then we would need a list of things that are allowed and not allowed for the roles.
Kamal	Questions related to Tasks.	Sabrina: What fields do they want to store with tasks?

		Suhaana: Normal fields like name, description, start date, due date, with who created it and when created it will be required no matter what.
Kamal	Questions related to the design of the app.	Fahim: Should we build the app only in dark mode? Oshan: It should be according to what client wants. Maham: What if we made the app layout like JIRA.
Kamal	Questions related to rolling logs.	Danielle: Do they want export logs for one single task or everything which happened over a period of time. Kamal: What if they follow specific way by which they export their logs?
Kamal	Questions related to Tech Stack	Fahim: Let's ask the client about their preference. And in case they have no preference then use our favorite. Sabrina: Should use PHP, we have some experience from last year. Kamal: Instead of using HTML, CSS and JS. Let's use a framework like Vue JS, which helps in faster development.

Team minutes

Date: 4th February 2024

Meeting Location: In person, University

Meeting Leader: Kamal Singh

Minutes: Kamal Singh

Attendees:

Kamal Singh	Present
Md. Fahim	Present
Oshan Jain	Present
Daniel Amadike	Present
Sabrina Mei	Present
Maham Mahmood	Present
Suhaana Hussain	Present

Discussion Topics:

Presenter	Discussion Topic	Minutes
Kamal	Which specific OAuth provider do you use?	Client: Not sure. Will Inform you later.
Kamal	Do they need Single Sign-On	Client: Yes. They have an SSO setup. But I only want simple OAuth authentication.
Kamal	Are there any security or compliance requirements that must be met?	Client: Functionality to have backups: This task is low priority, because at most the data lost would be 24 hours.
Kamal	Authentication with Email/Username or password	Client: No registration only logins if possible.
Kamal	Which email service do they currently use/prefer?	Client: Use any mail service which is free.
Kamal	Should users only receive email when a task is assigned to them? Or on every update related to them?	Client: Only get notification/Emails when you get assigned a task.
Kamal	Should users receive reminders for upcoming or overdue tasks.	Client: Can be done but Low priority.
Kamal	Do they require more roles other than supervisor and normal users.	Client: 3 roles, Admin, Supervisor, Staff.
Kamal	Admin role	Client: everything supervisor can + Delete tasks + Change roles of a user
Kamal	Supervisor role	Client: - Create and edit tasks. - Assign tasks to users. - Invite users to view the task.
Kamal	Staff role	Client:

		- View tasks that are assigned to them or are not private. - Change status
Kamal	How do you want organization of tasks	Client: Project => Tasks => Sub-Tasks

Kamal	Fields for task	Client:
		  – Staus
		  – Start Date
		  – Due date
		  – Created at
		  – Created by
		  – Last Updated at
		  – Last Updated by
		  – Progress
		  – Priority
		  – Supervisor
		  – Description
		  – Assignee
		  – Logs should be under it

Kamal	Do they have brand colors to incorporate	No
Kamal	Do you like dark light mode options?	Yes
Kamal	Export button for every task or just one task?	Everything
Kamal	Do you follow or have any specific format for logs.	Just simple time and logs
Kamal	Do you have any preference about the tech stack	No

Team minutes

Date: 7th February 2024

Meeting Location: Online Zoom

Meeting Leader: Kamal Singh

Minutes: Oshan Jain

Attendees:

Kamal Singh	Present
Md. Fahim	Present
Oshan Jain	Present
Daniel Amadike	Present
Sabrina Mei	Present
Maham Mahmood	Present
Suhaana Hussain	Present

Discussion Topics:

Presenter	Discussion Topic	Minutes
Kamal	Since our client did not have any preference about the tech stack, we need to decide which one we are going to use. Which language is everyone comfortable with?	Everyone agreed on PHP and JavaScript. Kamal: Since everyone is okay with PHP and JavaScript, then let's use these languages. For frontend we do not have any choice since only JS works in the browser. For backend, we can choose PHP, it is popular, and everyone is more familiar with it.

Kamal	Discussion about the tasks, we must divide tasks related to documentation and code
	
	Documentation:
	    -
	Code:
	    - Backend
	    - Frontend
		Everyone needs to pick the task they think can do best. Everyone will help with coding and documentation.
		
		Kamal:
		    - Database setup.
		    - Authentication and Authorization setup.
		    - Setup components for frontend that everyone can use.
		    - Project controller that will let user perform crud related to project.
		    - Write discussion topics for meeting notes
		    - User Interface in documentation
		Oshan:
		    - Data Description in documentation
		    - Testing
		Fahim:
		    - Task Policy authorization
		    - Data description in documentation
		    - Meeting notes
		Daniel:
		    - Task Controller
		    - User Interface in documentation
		Sabrina:
		    - Sub-Task Policy for authorization

		- Frontend UI - LESPI in documentation Maham: - Testing - Functional and non-functional requirements Suhaana: - Sub-Task Controller - Frontend UI - Work plan in documentation - Documentation (Data description and LESPI)
Kamal	Which backend Framework to use?	We can use framework instead of vanilla PHP. That will help in fast development. Everyone agreed on using Laravel.

Team minutes

Date: 11th February 2024

Meeting Location: Online Zoom

Meeting Leader: Kamal Singh

Minutes: Fahim

Attendees:

Kamal Singh	Present
Md. Fahim	Present
Oshan Jain	Present
Daniel Amadike	Present
Sabrina Mei	Present
Maham Mahmood	Present
Suhaana Hussain	Present

Discussion Topics:

Presenter	Discussion Topic	Minutes
Kamal	Progress with backend setup	Kamal: - Setup SQLite database - Create migrations for database - Seed database with dummy data for testing
Kamal	Progress with frontend setup	Kamal: - Setup Vue.JS - Setup simple components for everybody to use
Kamal	Progress with minutes	Fahim: - Created a document and follow a good structure for meeting notes
Kamal	Progress with documentation	Oshan: Created a document for documentation and shared with everyone Maham, Sabrina, Suhaana, Daniel: Started with documentation.
Kamal	Answer from client	Our client has agreed to the requirements document we shared with them. They also have shared an image of their current system.

Team minutes

Date: 18th February 2024

Meeting Location: Online Zoom

Meeting Leader: Kamal Singh

Minutes: Fahim

Attendees:

Kamal Singh	Present
Md. Fahim	Present
Oshan Jain	Present
Daniel Amadike	Present
Sabrina Mei	Present
Maham Mahmood	Present
Suhaana Hussain	Present

Discussion Topics:

Presenter	Discussion Topic	Minutes
Kamal	Progress with code	Kamal: - Created GitHub and added everyone as collaborator - Add authentication - Add authorization. - Added models for easier database manipulation.
Kamal	Progress with documentation	Documentation is progressing, Functional requirements are finished.

Team minutes

Date: 21st February 2024

Meeting Location: Online Zoom

Meeting Leader: Kamal Singh

Minutes: Fahim

Attendees:

Kamal Singh	Present
Md. Fahim	Present
Oshan Jain	Present
Daniel Amadike	Present
Sabrina Mei	Present
Maham Mahmood	Present
Suhaana Hussain	Present

Discussion Topics:

Presenter	Discussion Topic	Minutes
Kamal	Progress with code	Kamal - Finished every part of code on my side and Fahim and Daniele can start with their part of code.
Kamal	Progress with frontend	Kamal - After Fahim and Daniele are done with their part of code, Sabrina and Maham can start with UI and Oshan and Suhana can start with testing.
Kamal	Progress with documentation	Data description is halfway finished. Will progress further when Kamal finishes database setup for logs.

Team minutes

Date: 25th February 2024

Meeting Location: In person (Horton)

Meeting Leader: Kamal Singh

Minutes: Fahim

Attendees:

Kamal Singh	Present
Md. Fahim	Present
Oshan Jain	Present
Daniel Amadike	Absent
Sabrina Mei	Present
Maham Mahmood	Present
Suhaana Hussain	Present

Discussion Topics:

Presenter	Discussion Topic	Minutes
Kamal	Progress with code	Fahim and Daniel are both still working on code.
Kamal	Progress with frontend	On Hold till the controllers are working.
Kamal	Progress with documentation	LESPI part of documentation was finished by Sabrina.

Team minutes

Date: 28th February 2024

Meeting Location: Online

Meeting Leader: Kamal Singh

Minutes: Fahim

Attendees:

Kamal Singh	Present
Md. Fahim	Present
Oshan Jain	Present
Daniel Amadike	Present
Sabrina Mei	Present
Maham Mahmood	Present
Suhaana Hussain	Present

Discussion Topics:

Presenter	Discussion Topic	Minutes
Kamal	Progress with code	Code is progressing slowly, since everyone is focusing on documentation before submission
Kamal	Progress with frontend	On Hold till the controllers are working.
Kamal	Progress with documentation	UML Class diagrams are finished. Working on Literature review. Interface documentation is finished.

Team minutes

Date: 4th March 2024

Meeting Location: Online

Meeting Leader: Kamal Singh

Minutes: Fahim

Attendees:

Kamal Singh	Present
Md. Fahim	Present
Oshan Jain	Present
Daniel Amadike	Present
Sabrina Mei	Present
Maham Mahmood	Present
Suhaana Hussain	Present

Discussion Topics:

Presenter	Discussion Topic	Minutes
Kamal	Progress with code	We stopped coding work for now because we need to finish our documentation first The documentation deadline is coming up soon We decided to focus all our time on completing the required documents We'll start coding again once all the documentation is submitted
Kamal	Progress with documentation	We finished the work plan document today All required documents are now complete We wrote down what features we need to build next: OAuth, Emails, Logs and testing We created a timeline showing who will do what tasks We made diagrams showing how the database will work

Team minutes

Date: 14th March 2024

Meeting Location: Online

Meeting Leader: Kamal Singh

Minutes: Fahim

Attendees:

Kamal Singh	Present
Md. Fahim	Present
Oshan Jain	Present
Daniel Amadike	Present
Sabrina Mei	Present
Maham Mahmood	Present
Suhaana Hussain	Present

Discussion Topics:

Presenter	Discussion Topic	Minutes
Kamal	Previous meeting notes	Everyone accepts their previous meeting notes
Kamal	Progress with code	We're now working on how the app will record important events Setting up Laravel to track what users do in the system Making sure we save important information when things happen Working on ways to find specific events in the logs when needed
Kamal	Progress with documentation	Started writing documents about how we'll test the app Creating a list of things, we need to test to make sure everything works Setting up Laravel for testing how users will interact with the app

Team minutes

Date: 21st March 2024

Meeting Location: Online

Meeting Leader: Kamal Singh

Minutes: Fahim

Attendees:

Kamal Singh	Present
Md. Fahim	Present
Oshan Jain	Present
Daniel Amadike	Present
Sabrina Mei	Present
Maham Mahmood	Present
Suhaana Hussain	Present

Discussion Topics:

Presenter	Discussion Topic	Minutes
Kamal	Previous meeting notes	Everyone accepts their previous meeting notes
Kamal	Progress with code	We built a way to export logs to files Created a screen where admins can view all logs Added date filters so you can find specific events Made it possible to download logs for record keeping
Kamal	Progress with documentation	Finished writing all the test scenarios Listed exactly what we need to test for each feature Created step-by-step instructions for each test Wrote down what should happen when each test is run Connected each test back to our requirements list

Team minutes

Date: 28th March 2024

Meeting Location: Online

Meeting Leader: Kamal Singh

Minutes: Fahim

Attendees:

Kamal Singh	Present
Md. Fahim	Present
Oshan Jain	Present
Daniel Amadike	Present
Sabrina Mei	Present
Maham Mahmood	Present
Suhaana Hussain	Present

Discussion Topics:

Presenter	Discussion Topic	Minutes
Kamal	Previous meeting notes	Everyone accepts their previous meeting notes
Kamal	Progress with code	Working on how the app will send emails to users Creating email templates that look nice Making sure emails won't slow down the app Setting up different email settings for testing and real use Adding ways to track if emails were delivered Creating a system to retry sending if emails fail
Kamal	Progress with documentation	Finished all our required documentation All documents have been reviewed and are ready

Team minutes

Date: 4th April 2024

Meeting Location: Online

Meeting Leader: Kamal Singh

Minutes: Fahim

Attendees:

Kamal Singh	Present
Md. Fahim	Present
Oshan Jain	Present
Daniel Amadike	Present
Sabrina Mei	Present
Maham Mahmood	Present
Suhaana Hussain	Present

Discussion Topics:

Presenter	Discussion Topic	Minutes
Kamal	Previous meeting notes	Everyone accepts their previous meeting notes
Kamal	Progress with code	Finished code that will send emails Finished setting up login with Authentik Users can now log in using their Authentik accounts
Kamal	Progress with testing	Most of our testing is complete We're confident we'll finish all testing before the deadline