Meeting Minutes Document

SEGP Coursework

Submitted to: Dr.Adil Raja

Submission Date: 3/11/2017

Submitted by: Group-2

Naveed Hakim
Hamza Safdar
Khizar Farooq
Muhammad Usman
Muhammad Nabeel

Group Mentor: Sir Sarmad Ali
Client: Group 4

Department of Computer Science

NAMAL COLLEGE, MIANWALI

Table of Contents

Meeting No. 0

Group No	2
Meeting Date	October 11,2017
Meeting Time	5:30 PM
Duration	Total 60 min
Location	Library
Meeting Person	Group meeting

#	Group Members	Present
1	Naveed Hakim	P
2	Hamza Safdar	P
3	Khizar Farooq	P
4	Muhammad Usman	P
5	Muhammad Nabeel	P

Summary
We sat together and discussed problem statement and thoroughly read. From the discussion, we summarized the basic functionalities and requirements of our system. We briefly discussed it from all the design perspectives, functional, non-functional requirements, usability, reliability, and efficiency. And we also discussed those ingredients and resources needed to accomplish this project. Furthermore, we talk about the platform or language on which we can implement it more effectively. After discussion, we made a roughly expected database to visualize its basic functionalities and some rough prototype sketches to imagine the system interface and clear about the requirements which we have to fulfill. As it is our first experience to work on a project in a group so we decided to assign the task in everybody on personal choice. Because we wanted to complete easily our project in a professional way.

Action Items	Responsible person	Deadline
Paper database models	Hamza Safdar	14 Oct 2017
Platforms tutorials (php, MyAdmin, Github)	Muhammad Usman	14 Oct 2017
Effective SRS documentation writing methods	Muhammad Nabeel	14 Oct 2017
Paper prototypes and language tutorials(HTML, CSS)	Khizar Farooq	14 Oct 2017
Managing appointments and schedule	Naveed Hakim	14 Oct 2017

Meeting No. 1

Group No	02
Meeting Date	14 Oct 2017
Meeting Time	1:30 PM
Duration	30 min
Location	Faculty Room
Meeting Person	Muhammad Sarmad Ali (Mentor)

#	Group Members	Present
1	Naveed Hakim	P
2	Hamza Safdar	P
3	Khizar Farooq	P
4	Muhammad Usman	P
5	Muhammad Nabeel	P

Summary

This is our first meeting with our mentor in which we briefly narrated him about our understanding on requirements and functionalities which require us to fulfilled in given problem statement. And, we also asked some questions related those thing which we can't understood. Moreover, we make him aware of our progress and working so far by show him paper prototypes and database models. As well as, we discussed with him about interface design constraints and queries. In addition, we told him our project will be web based. Then, he advised us following key things:

- Make it Efficient, Reliable and Portable.
- Make it responsive, interactive and user-friendly (Recommended Bootstrap)
- Data record, store and manipulation (Only SSO can manipulate, legalities on data entry)
- Security (Sign in page for authentication)
- Upload and download data files (Database compatibility)

Our mentor also suggested us some amazing tools for project management which will provide great ease in managing team work and time. So the tasks for the next week were divided and assigned according to the predicted plan of our mentor.

Action Items	Responsible person	Deadline
Software coding and Database modification (Php ,mysqli)	Hamza Safdar, Usman	17 Oct 2017
Front hand coding (HTML, CSS,javasqrip,jquery,Bootstrap)	Khizar Farooq, Nabeel	17 Oct 2017
Writing Use cases in SRS document	Nabeel, Naveed Hakim	17 Oct 2017
Meeting minutes document writing	Khizar Farooq, Usman	17 Oct 2017
SRS documentation writing & appointment schedule	Nabeel	17 Oct 2017

Meeting No. 2

Group No	02
Meeting Date	17 Oct 2017
Meeting Time	9:00 AM
Duration	30 min
Location	CL-1
Meeting Person	Group 4 (Client)

#	Group Members	Present
1	Naveed Hakim	P
2	Hamza Safdar	P
3	Khizar Farooq	P
4	Muhammad Usman	P
5	Muhammad Nabeel	P

Summary
This is our first meeting with the client because we need to know his actual requirements and basic needs. We have a complete inclusive discussion on the design, system specifics and functionalities he wants. We noted down the points on requirement and basic functionalities which he mentioned. We also discussed our queries related to his requirements which cleared our misconceptions and queries regarding the project. After discussion our client also tells us about the reason and motivation for making this system they have. So we can come up to his expectations. Key functionalities which they discussed briefly were: ● Portable ● Easy to use and attractive ● Data record, store and manipulation ● Data security ● Intended Audience (SSO)

Action Items	Responsible person	Deadline
Initial software coding	Hamza Safdar, Khizar	26 Oct 2017
SRS writing and coding	Nabeel, Usman	26 Oct 2017
Database design and Queries	Khizar, Hamza Safdar	26 Oct 2017
Block and Use case diagrams	Naveed Hakim	26 Oct 2017

Meeting No. 3

Group No	2
Meeting Date	26 Oct 2017

Meeting Time	5:00 PM
Duration	30 min
Location	Library
Meeting Person	Group 4 (Client)

#	Group Members	Present
1	Naveed Hakim	P
2	Hamza Safdar	P
3	Khizar Farooq	P
4	Muhammad Usman	P
5	Muhammad Nabeel	P

Summary

The purpose of this meeting was to show work to our client which we have done so far. We showed them the non-functional prototypes and database models because they could be able to tell us their feedback. They are wholly satisfied with our work and pointed out some changes in design and database which would fulfill their demands. They also demanded some more features in the basic Interface design (Pics and icons) and suggested us to change the position of some features (Buttons) within the GUI to increase usability. Additional features and changes are:
- Notification and messaging text field
- Some terminologies changes (Icons name, Label)

Action Items	Responsible person	Deadline
Updating database	Hamza Safdar	27 Oct 2017
Effective Front end	Nabeel, Khizar	27 Oct 2017
Coding Conventions	Usman	27 Oct 2017
Functional requirements SRS	Hamza safdar, Naveed Hakim	27 Oct 2017

Meeting No. 4

Group No	2
Meeting Date	27 Oct 2017
Meeting Time	3:45 PM
Duration	30 min
Location	Stairs
Meeting Person	Muhammad Sarmad Ali(Mentor)

#	Group Members	Present
1	Naveed Hakim	P
2	Hamza Safdar	P
3	Khizar Farooq	P
4	Muhammad Usman	P
5	Muhammad Nabeel	P

Summary
In this meeting, we discuss all those issue and queries related functional software. In a functional prototype, we stuck with a problem of retrieving data from the database. We got a solution of this problem quickly after brainstorming on those hints from our mentor related database. In addition, we were not fully aware of How to write client required documents (SRS, coding convention) and make use case diagram. So we told him to share some IEEE standard of writing the document in detail. He suggested us to use online tools for diagram making (SmartDraw) and "Github": a platform for coordination in software programming. Then we discussed the test cases which was also the major remaining part in our document. Furthermore, at the end of the meeting, he advised us to fully come up with the client's requirements which have the central part of this project.

Action Items	Responsible person	Deadline
Finalize software coding (Php, HTML, CSS, Bootstrap)	Everyone	1 Nov 2017

Further meeting minutes and Coding convention	Khizar, Naveed Hakim	1 Nov 2017
Use case writings and diagrams	Nabeel	1 Nov 2017
Database dummy values entry	Usman	1 Nov 2017
SRS documentation review	Hamza	1 Nov2017

Meeting No. 5

Group No	2
Meeting Date	1 Oct 2017
Meeting Time	2:15 PM
Duration	15 min
Location	D-Area
Meeting Person	Group 4 (Client)

#	Group Members	Present
1	Naveed Hakim	P
2	Hamza Safdar	P
3	Khizar Farooq	P
4	Muhammad Usman	P
5	Muhammad Nabeel	P

Summary
At last, it was our final meeting with our client. We showed them the fully functional system which fulfilled all their needs and requirements as much as we can. They were completely satisfied and excited after seeing our work. They raised some minor spelling mistakes and arrangements in user interface design which we confirmed them to resolve before handing over to them and noted down their final suggestions. We also showed them the related documents (SRS, coding convention). Expression of excitement and amazement on their faces was the most motivating and interesting thing for us. They applaud and appreciated for our teamwork and expertise.

Action Items	Responsible person	Deadline
Review of updated Database	Naveed Hakim, Nabeel	2 Oct 2017
Review, combining the SRS document(Finalizing)	Usman	2 Oct 2017

Coding convention review (Finalizing)	Hamza Saftar	2 Oct 2017
Testing report (Finalizing)	Khizar	2 Oct 2017
Presentation and meeting minute document review	Nabeel	

Meeting No. 6

Group No	2
Meeting Date	2 Oct 2017
Meeting Time	1:00 PM
Duration	25 min
Location	Office
Meeting Person	Muhammad Sarmad Ali (Mentor)

#	Group Members	Present
1	Naveed Hakim	P
2	Hamza Safdar	P
3	Khizar Farooq	P
4	Muhammad Usman	P
5	Muhammad Nabeel	P

Summary

Finally, it was our last meeting of the group project. In this, we came up with the fully functional system for showing it to our mentor. Moreover, we verified its test cases by putting random data. He is fully satisfied with our work and appreciated our work in an inspiring manner. We gave him the documents for the proofreading. Now our project is ready to handover.

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