**Meeting 1:**

**ATTENDEES:** Labhaoise, Aoife, Kate & Gabriela

**TOOK PLACE:** Microsoft Teams

**DURATION:** 45 minutes

**AGENDA:**

* Decide on best platform/s to communicate
* Read through specification
* Understand what is being asked
* Create a plan of action going forward
* Update contributions list
* Decide on IDE to use to allow us all to work together

**NOTES:**

First, we opened the specification document and read through it together. As we went through it, we inserted comments to help us understand what was meant by different parts and it helped us to know what was needed to submit. We decided to use WhatsApp and Outlook email to communicate effectively. As we all had IntelliJ downloaded, we used that IDE to put together our code. IntelliJ allows people to collaborate at the same time and therefore, we thought it would be the best option because we would be able to see what part everyone was working on and help each other.

**Meeting 2:**

**ATTENDEES:** Kate, Labhaoise, Gabriela & Aoife

**TOOK PLACE:** Microsoft Teams

**DURATION:** 1hr 10

**AGENDA:**

* Refer back to specification
* Scrolled through lectures containing information on this project
* Brainstorm ideas/input that we have as a group
* Create mind maps for referencing
* Update contributions list
* Create a list of jobs
* Give individual members their responsibilities
* Create a GitHub repository

**NOTES:**

We kept the specification document open throughout our discussion and referred back and forth to it. We made mind maps together with help from the lecture recordings and the specification document. We assigned jobs to each team member and agreed to get started with them after the meeting. We created a GitHub repository but we were having a lot of difficulty with using GitHub therefore, we decided to carry on using WhatsApp, Outlook and these MS Teams meetings. We kept up to date with each other via WhatsApp.

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| **Labhaoise** | UML Diagrams |
| **Aoife** | CRC Cards |
| **Kate** | Create files in IntelliJ (starting point) |
| **Gabriela** | Go through CS4013 labs for guidance & to help start the coding |

**Meeting 3:**

**ATTENDEES:** Labhaoise, Aoife, Gabriela & Kate

**TOOK PLACE:** Microsoft Teams

**DURATION:** 40 minutes

**AGENDA:**

* Go over work that has been done since last meeting
* Add ourselves to IntelliJ using collaboration link
* Create UML Diagrams – first draft
* Create CRC Cards – first draft
* Update contributions list
* Start working on data fields in code
* Create a plan of action going forward

**NOTES:**

Labhaoise made a rough draft of the UML diagrams, Aoife had made a rough draft of the CRC cards with classes she thought would be helpful. Kate created the files on IntelliJ and shared them to our Outlook emails. We all accepted the invite and ensured that we had access before continuing. Gabriela gathered different methods that could be changed and implemented in this project. When we had all gained access to the code files on IntelliJ, we decided to end the meeting and continue our discussion through WhatsApp. We love using WhatsApp as we don’t all have to be active and reachable at all times. This allows us to participate freely and still get our work done. We decided on what files we wanted to start separately and we planned to have the data fields done and matching by our next meeting. A file was created for the documentation part of the project (will contain UML & CRC parts).

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| **Labhaoise** | Work on code – create data fields |
| **Aoife** | Work on code – create data fields |
| **Kate** | Work on code – create data fields |
| **Gabriela** | Work on code – create data fields |

**Meeting 4:**

**ATTENDEES:** Gabriela, Kate, Labhaoise & Aoife

**TOOK PLACE:** Microsoft Teams

**DURATION:** 20 minutes

**AGENDA:**

* Go over work that has been done since last meeting
* Update plan of action
* Update contributions list
* Start working on more parts of code

**NOTES:**

This meeting was short as we were very busy with other deadlines and tests. But in this meeting, we had a brief discussion on the data fields that we had created and thought of ways in which we could implement them. We used this call to discuss any worries we were having and talked about upcoming deadlines and school related work. We decided to keep up to date with each other on WhatsApp and decide how we will manage all the modules.

Update: On WhatsApp, we decided to take a break from this project as we had two other group projects to complete and submit and we had two tests to do, (one on-campus and the other online).

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| **Labhaoise** | Work on code – implement data fields into code |
| **Aoife** | Work on code – implement data fields into code |
| **Kate** | Work on code – implement data fields into code |
| **Gabriela** | Work on code – implement data fields into code |

**Meeting 5:**

**ATTENDEES:** Labhaoise, Kate, Aoife & Gabriela

**TOOK PLACE:** Microsoft Teams

**DURATION:** 45 minutes

**AGENDA:**

* Discuss in more detail our conversations on WhatsApp
* Debug code
* Comment code
* Try get GitHub working
* Update documentation document
* Update contributions list
* Update plan of action
* Start working on more parts of code together

**NOTES:**

This meeting was important as we had to start putting our code to the test. We started debugging our code and started adding comments to it. This was very beneficial to us as we all understood the code and knew what everything was for. We decided to carry on with our coding on IntelliJ. We kept each other updated via WhatsApp and sent files and images through email. If someone was struggling with a piece of code, someone would help them. By the end of the code, everyone had worked on every code file in some shape or form. We decided that Labhaoise didn’t need all the data that she had in the UML diagrams so she said she would re-do them and delete the classes that we decided to delete and add any new ones, she would also link the next time. We decided that Aoife needed to update her CRC cards too and to add the parts. She did this on draw.io. Kate and Gabriela decided to continue working on code together, fixing errors, adding parenthesis while Aoife and Labhaoise did the documentation.

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| **Labhaoise** | Work on code  Update UML Diagrams |
| **Aoife** | Work on code  Update CRC Cards |
| **Kate** | Work on code |
| **Gabriela** | Work on code |

**Meeting 6:**

**ATTENDEES:** Labhaoise, Kate, Aoife & Gabriela

**TOOK PLACE:** Microsoft Teams

**DURATION:** 2hr

**AGENDA:**

* Discuss in more detail our conversations on WhatsApp
* Debug code
* Comment code
* Update contributions list
* Update plan of action
* Finalise UML Diagrams
* Finalise CRC Cards
* Create a help file

**NOTES:**

This was our agreed final meeting . We started by looking over code on IntelliJ, giving input where necessary. Labhaoise shared her screen and showed her updated UML Diagrams, we all agreed that they were done. She also linked them when we had all agreed they were finished. She left the linking to last as it was quite hard to do on draw.io and took quite some time. She worked on this during this meeting, asking the rest of the group for advice and help. Aoife then shared her screen, when Labhaoise was done. She showed her updated CRC cards. When everyone agreed that her CRC cards were finished she put them into a word document. As Labhaoise and Aoife were doing the documentation part of the project, they compiled their UML diagrams and CRC cards into a Word document together. While they created a document and inserted their work, Gabriela and Kate got the code opened on their computers and got prepared to discuss through it. Gabriela shared her screen first showing IntelliJ with the files opened. Together, we went through the code, making changes where we saw fit and testing it. Labhaoise started to create the help file with assistance from Aoife, referring back and forth to the code on IntelliJ. After some time, she asked for input from everyone on what was had done and asked if it was okay. We went through the contributions document together, looking at what we had all inputted and agreed on it. Everyone signed the end of the excel file to show their agreement.

**Work done by end of this meeting:**

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| **Labhaoise** | Finalised UML diagrams  Word document updated  Created help file  Updated code, tested code  Contributions document |
| **Aoife** | Finalised CRC Cards  Word document updated  Created help file  Updated code, tested code  Contributions document |
| **Kate** | Assisted in documentation  Updated code, tested code  Contributions document |
| **Gabriela** | Assisted in documentation  Updated code, tested code  Contributions document |