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|  | **Date** | **Raazik Sanglay** | **Arslan**  **Hussain** | **Saqib Rehman** | **Taj Udiin** | **Aaris Hussain** | **Sudhayse khan** | **Agenda** | **Checklist** | **Notes** |
| **Task allocation-next** | 04/03/2019 | Research information about how use code when linking files for the resource page. | Given the responsibility of the meeting minutes and also taking notes on what was needed for the next supervision meeting. | Finished up the site. Added extra pages to access on the landing page. | Update the about page and make it responsive. | Did not attend | Worked along with Saqib and edited the CSS and made the pages more professional. | The group went over the comments the clients had made and what improvements were needed. Especially with the logo. The team set out a plan for the next few weeks for the second iteration. |  |  |
| **Task allocation-next** | 11/03/2019 | Given the responsibility of the acceptance document. | Given the responsibility of the team minutes and also the task of the story cards. | Start and research the layout of the chatroom. | Update the about page and make it responsive with scroll down animation link. | To complete the improvements of the logo for next week. | Given the responsibility of creating a text slideshow for all the languages with the project name. | The team discussed about the chatroom and how it’s presented on the site. The discussion was also set out on giving tasks for next week. | * The resource page completed with output links. * Updated minutes and story cards. * The CSS and extra pages to access. | Marion went through the pages of the site, and discussed where would the chatroom and other features occur. |
| **Task allocation-next** | 18/03/2019 | Given the responsibility along with acceptance document the php testing also. | Update the minutes and story cards and process of the chat room. | Given the responsibility of separating the front end and back end of the site. Furthermore given the responsibility of completed the search bar. | To fix the about page with CSS so it can be accessed on mobile and tablet. | To work with Sudhayse to do the testing of the project. | Given the responsibly of testing the project with code inspection. | The team discussed with Marion to find out what was needed for the next week’s supervision meeting. Architecture and testing were the main topic of discussion. The team set out individual tasks to complete for next week. | * Acceptance document started. * The chatroom completed with a completed CSS and fully responsive. * The logo completed with improvements. * The landing page consisted of a slideshow of multiple languages. | Marion discussed the progress from last week, and insisted the team make a plan for the next three weeks left for the project. |
| **Task allocation-next** | 25/03/2019 | To finish of the php testing, since there is no objects used in the code test the functions that are used. | Update the team meeting minutes and along with adding new story cards for the extra features added on the site. Further adding some content to the site. | Finish up the main features of the site and ensure the translation the site is working. In addition re testing the sire to see everything is in place. | To make the about page is fully responsive with grid layout. | Work along with Sudhayse on the code requirements document. | To finish of the code inspection document with the full site covered. | The team discussed what each individual had to do for next week’s deadline and presentation of the site. There were some tasks added to each person tasks lists as the group got more of an idea of what the testing the site required. | * Start the php testing. * Updated story cards * Ensure git hub is updated. * The site has been split from front end and back end. * Some kind of code inspection started. | Marion gave the team an idea of how the testing should be as we needed changes to how the site was being tested. Along with discussion about how to make sure content is added and there is no confusion. |
| **Task allocation-next** | 1/04/2019 | To finish the php testing and ensure that every php function that is used in the code of the website is used. Along with finish of the acceptance document for the final deadline. | Update the team meetings alongside the story cards of the new features and improvements made from the first iteration. | Making the code that used in the site more professional and making sure it is following the MVC architecture model. | A task was set out for both Aaris and Taj to complete the comments of the some of the pages of the site. | A task was set out for both Aaris and Taj to complete the comments of the some of the pages of the site | Complete the documentation for all testing, along with adding comments of all the html pages along with the css page and php pages. | The complete the document for the code inspection with majority of the html pages inspected. | * Updated php testing. * Updated features of the website with a final product. * Code inspection of the site near completion. * Fully responsive about page. * Updated minutes and story cards. | The final iteration took place with the client. The site was presented and explained with the new features shown. Each new feature was tested to show that it is fully implemented and working. |
| **Task allocation** | **07/04/2019** | Discussion on the presentation for the next day. | Discussion on the presentation for the next day. | Discussion on the presentation for the next day. | Discussion on the presentation for the next day. | Discussion on the presentation for the next day. | Discussion on the presentation for the next day. | Discussion on the presentation for the next day. | * Comments of pages * Meeting minutes and Story cards * MVC and structure of code * Testing document complete. | The final product of the of the site is produced with each task completed. The individuals meeting the deadline. |