Arslan Hussain

TEAM MINUTES

TEAM 9

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|  | **Date** | **Attendance** | **Raazik Sanglay** | **Arslan Hussain** | **Saqib Rehman** | **Taj Udiin** | **Aaris Hussain** | **Sudhayse khan** | **Agenda** | **Checklist** | **Notes** |
| **Task allocation** | **4/02/2019** | Raazik sanglay (Team leader), Arslan Hussain, Saqib rehman, Aaris Hussain, Taj Uddin, Sudhayse Khan | Given the responsibility for the documentation of the project. Along with researching and getting some information on the layout of the website. | Was given the responsibility to be head off all the team meeting minutes and documenting everything that happened. Also was given the role of gather information to familiarise with the project. | Was given of the responsibility of creating the back end of the site, in addition with researching about the project and bring some new ideas forward. | Was given the responsibility of completing story cards for each task that was completed and keeping in tabs on the progression made. | Was given the responsibly of creating the logo along with giving an helping hand to Saqib and Sudhayse with the website and bringing forward his own research. | Was given the responsibility of creating the front end of the website, and the design of how it is going to look. | General discussion regarding the project. Introduction to the project. Identify problem outline. | * Everyone gained more knowledge of the project. | Every member will participate on the every process of making the site for the project. |
| **Task allocation** | **06/02/2019** | Raazik sanglay (Team leader), Arslan Hussain, Saqib rehman, Aaris Hussain, Taj Uddin, Sudhayse Khan | The tasks for this meeting were the same. Raazik brought some of his research forward on the layout of the site. | The meeting minutes had started, Arslan brought some information on how the chatroom page would look like.  But his responsibilities stayed the same from the previous minutes. | Saqib had started to create the landing page for the site. It included a navigation bar with the logo Aaris had created. His responsibilities has stayed the same. | The responsibility of the story cards had changed to Aaris. Taj was given the responsibility of creating the about page of the site. | Aaris created two sample logos for the site and presented it to the group. Aaris went over the slides that was taught in the lecture to understand the whole process of the story cards. | In the meeting he brought forward the design of how the site was going to look like. He started work and communicated with Saqib on how much features would be placed in the homepage. | General discussion regarding the project. | * Logo created. * Minutes started. * Documentation started. * Landing page started. |  |
| **Task allocation** | **11/02/2019** | Raazik sanglay (Team leader), Arslan Hussain, Saqib rehman, Aaris Hussain, Taj Uddin, Sudhayse Khan | This meeting Raazik had started the documentation of the website. The meeting discussed what content of the pages was needed. Simultaneously Raazik was updating the documentation and could only do as much of the project had proceeded. | Followed up the responsibilities given to him in the previous meetings. Came forward with ideas on how the newsletter page would look like . | Saqib had finished the homepage of website. He had begun to draft out the partners page, input was put into the page by some of the group members, on what features should be inserted. | Taj had the same  Responsibilities of completing the about page. He also inputted when discussing about the documentation Raazik. | Aaris had made a story card for the first page that was completed. | Sudhayse had presented a more creative front end of the website. He worked alongside Saqib in getting this completed and made it more professional. | Identify stakeholder requirements. Identify system requirements. Identify design requirements. | * Landing page complete. * Minutes updated. * More ideas brought forward. * About page designed. |  |
| **Task allocation** | **14/02/2019** | Raazik sanglay (Team leader), Arslan Hussain, Saqib rehman, Aaris Hussain, Taj Uddin, Sudhayse Khan | Raazik had updated the requirement document. | The meeting minutes was updated. The coding for the chat room had started with the Html and CSS. | The partners page was discussed further there was no increased improvements. | Taj had still been working on the about page. | Aaris had started the story card for the process of the partners page. | The partners page was discussed further there was no increased improvements. | Discuss stakeholder requirements  Discuss system requirements  Discuss design criteria. | * Minutes and documentation updated. * Partners page started. * Story cards updated and started for the next process. |  |
| **Task allocation** | **18/02/2019** | Raazik sanglay (Team leader), Arslan Hussain, Saqib rehman, Aaris Hussain, Taj Uddin, Sudhayse Khan | Raazik along with the documentation updated the logo of the site. So the logo was able to coincide with the website. | Arslan had completed the minutes and also the chatroom layout for the site he had not linked the database to the chatroom page. | Saqib had completed the partners page and also the newsletter page. He had it fully designed, and php done for the registration for the newsletter. | Taj had come far with the about page, the page included maps features to where the information would go. | Aaris had updated the story cards with new updates to the project. | Sudhayse had updated the layout and tidied the code Saqib done make the site more professional. | Discuss design criteria. | * Partners page complete. * Chatroom HTML and CSS complete. * New logo created. * Newsletter completed linked to database. * About page updated with extra features. |  |
| **Task allocation** | **21/02/2019** | Raazik sanglay (Team leader), Arslan Hussain, Saqib rehman, Aaris Hussain, Taj Uddin, Sudhayse Khan | Raazik had completed the majority of the documentation. | Arslan had completed the meeting minutes and the chat room and was given the responsibility to gather more information on how the site can be improved. | Saqib had created the front end of the site along with the back end which linked to the database. He had created the newsletter for the site along with register and login process that was fully functional. | Taj had completed the about page for the site. | Aaris had added more story cards. | Sudhayse had competed as template for the output page. | Generate concept ideas.  Conduct functional decomposition of the website. | * Documentation updated nearly complete. * Story cards updated. * Front end of the site complete with improvements. |  |
| **Task allocation** | **25/02/2019** | Raazik sanglay (Team leader), Arslan Hussain, Saqib rehman, Aaris Hussain, | Continued with the documentation. | Continued with the previous responsibilities. | Had created the interface for the website. | Did not attend | Continued with the story cards. | Did not attend |  | Same progress as before. | Supervision meeting with the lecturer, was told what needed improving, with the website.  The group was told the meeting minutes were not up to the standards and did not show what each member of the group did. |
| **Task allocation** | **03/03/2019** | Raazik sanglay (Team leader), Arslan Hussain, Saqib rehman, Taj Uddin, Sudhayse Khan | Continued with the documentation. | Finished the chatroom and linked it to the site. Not linked to database as was not needed for first iteration. | Saqib had finished what was remaining for the first iteration. | Taj updated the about page and made it more professional. | Did not attend. | Worked with Saqib improving the design of the site. | Create presentation.  Review and finalise project report for phase 1 submission. | * Completed chatroom. * The site updated and improved to the groups standards. |  |