Team Minutes

### Date: 24/03/2018

Date: 10/03/2018

Chair: Lenny

Secretariat: Ryan & Jette

Attendees: Beau Johnson, Leonard Meerwood, Ryan Smith, Jette McKellar

Meeting Minutes

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| Agenda Items | Minutes |
| 1. Identify Critical Core Use Case & Candidate Architectures/ Technology Platform | * Critical Core Use Case is Add an Error, with supporting use cases being Add a User, Produce Visualisations, & Output Errors to Excel * Discussed in depth and decided against the option of using Cordova to develop an android app alongside the web framework. It was agreed that using the framework would result in a better deliverable, but due to the increased risk associated with a shared lack of experience with the framework we decided to avoid this architecture. * Discussed web frameworks – we are going to research independently and decide in the next 2 days. * Web framework to support the creation of a single page web application. |
| 1. Establish Development Environment/s and Version Control Procedures | * Development environment: Recommended Visual Studio Code. Other options are Netbeans, Eclipse, Notebook++, and other IDEs. Team members to look at Visual Studio Code, however, if not comfortable using this environment, team members can use an environment they will be comfortable with. This is due to the type of code to be written should not cause issues between environments. * Version control procedure is decided as Git Flow - https://datasift.github.io/gitflow/IntroducingGitFlow.html |
| 1. Inception Iteration Plan 1 Assessment | * Iteration Plan 1 was assessed. Some tasks are not complete, but all are on track to be completed before the end of the iteration proper. |
| 1. Inception Iteration Plan 2 | * Iteration Plan 2 was written, and tasks were assigned. |
| 1. Work to be completed over next two days | * + Discussion on whether Rory (Hailey's contact) was to be added as a stakeholder for this project. It was decided that though Rory is providing details about what the current procedure is, the application will actually provide a wider scope of functionality. Therefore, Rory is to be noted as an interested party.   + The Domain Model document was looked at and generally it was agreed that it captured everything it should. However, to ensure that this is the case, all team members are to thoroughly check the document and provide feedback to Beau by Sunday night (25.3).   + Further discussion was had on the other documents uploaded to version control. It was decided that all team members should revise documents and provide feedback.   + Creators of documents to ensure that the application name used is Pharmacy Error Tracker. Also, a check of the header and footer information is working correctly (e.g., page numbers).   + Due to the change of direction from an Android app to a single page web application, documents are to be checked and updated to remove mention of SQLLite as this is no longer a requirement. |
| 1. Iteration Plan 2 | * + Discussion was held on the documentation required to meet LCOM.   + The following tasks were assigned with other team members providing feedback as required:     - Proposed Architecture – Ryan     - Risk List – Jette     - Master Test Plan – Beau & Lenny     - Initial Project Plan – Jette & Ryan     - Technical Competency Demonstration – Everyone     - Inception Phase Project Status Assessment – Everyone |

Actions

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| Action Items | Assigned To | Complete By |
| 1: Contact Rory about hardware requirements | Beau | 24/03/2018 |
| 2: Adjust Discord permissions | Beau | 26/03/2018 |
| 3: Identify platform architecture | All Members | 26/03/2018 |
| 4: Add memos to version control | Ryan | 26/03/2018 |
| 5: Finalise Project Vision | Leonard | 26/03/2018 |
| 6: Iteration Plan 2 Tasks | All Members | 09/04/2018 |