**GROUP ASSIGNMENT – MEETING MINUTES**

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| **Module Name** | CSCK541 Software Development in Practice |
| **Assignment Name** | End of Module Assignment: Group Project |
| **Assignment Due Date** | 24 March 2025 |
| **Team Name** | Group A |

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| **Full Name** | **Role / Tasks** |
| **Elnara Alakbarova** | GUI/ UX Designer and Project Manager |
| **Luís Ribeiro Fernandes** | Tester |
| **Mustafa Ghashim** | Programmer |
| **Regina Portuondo** | GUI/ UX Designer and Project Manager |
| **Mark Barnett** | Not assigned |

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| **1. Meeting info** | | | |
| **Date of Meeting (or reporting deadline)** | 10/03/25 | **Time [UK] (or reporting deadline e.g. 23:55)** | 12:15-13:00 |
| **Location (VLE, Teams Chat for asynchronous)** | Teams Video Call | **Minutes prepared by** | Regina Portuondo |

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| **2. Meeting Objective (task completion, challenges, future tasks)** |
| This was the kick-off meeting for the project, aimed at formally introducing the team and assigning tasks to each member. |

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| **3. Attendance (or reporting progress from team members within 24h window before deadline)** | |
| **Full Name** | **Present (reported) / Not present (did not report) / Sent apologies** |
| **Elnara Alakbarova** | Present on video call |
| **Luís Ribeiro Fernandes** | Present on video call |
| **Mustafa Ghashim** | Present on video call |
| **Regina Portuondo** | Present on video call |
| **Mark Barnett** | No present (did not report) |

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| **4. Agenda and Notes, Decisions, Issues** | | |
| **Topic** | **Owner** | **Notes** |
| Git Repository & Kanban Board | **Luís Ribeiro Fernandes** | **Development:** Luís step up a Git Rep for the project and Kanban Board to assign and monitor task  **Progress:** Towards the end of the meeting, after task were assigned, Luís added some actions items to the Kanban Board |
| Assigned Task | **All team members** | The assigned task/roles were mutually decided and agreed upon by all team members and are as follows:   * **GUI/UX Design –** To be completed by Elnara and Regina * **Programming –** To be completed by Mustafa * **Testing –** To be completed by Luís * **Project Management –** Regina and Elnara will monitor the progress of the project |
| Software Development Methodology | **Mustafa Ghashim** | Mustafa suggested creating a methodology for the project development and assessing the given requirements |
| Report | **All team members** | **Introduction & Structure:** To be completed by Regina  **Other Sections:** Each member will complete the section of the report related to their task/role |
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| **5. Action Items** | | |
| **Action** | **Owner** | **Due Date** |
| Clone/ Test Repository Access | **All team members** | 14/03/25 |
| CRUD Methods | **Luís Ribeiro Fernandes** | 14/03/25 |
| Report Introduction and Structure | **Regina Portuondo** | 14/03/25 |
| Tkinter Forms Research | **Elnara Alakbarova & Regina Portuondo** | 14/03/25 |
| Methodology & Requirements Analysis | **Mustafa Ghashim** | Not Decided |
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| **6. Next Meeting (or reporting deadline)** | | | |
| **Date** (DD/MM/YY) | **14/03/25** | **Time [UK]** (HH:MM) | **12:00-13:00** |
| **Location** | Teams Video Call | | |
| **Objective** | Provide updates on action items, collaborate synchronously to resolve any technical issues, and discuss next steps for the project. | | |