

Agenda and minutes

ProP

Group : ProP-17

Date :

Version : 0.1

Fontys ICT
English stream

Table of Contents

1.1.	Time and place of the meeting	3
1.2.	Topics & questions of the meeting.....	3
1.3.	Minutes of the meeting.....	3
2.1	Time and place of the meeting	4
2.2	Topics & questions of the meeting.....	4
2.3	Minutes of the meeting.....	4
3.1	Time and place of the meeting	5
3.2	Topics & questions of the meeting.....	5
3.3	Minutes of the meeting.....	5
4.1	Time and place of the meeting	6
4.2	Topics & questions of the meeting.....	6
4.3	Minutes of the meeting.....	6
5.1	Time and place of the meeting	7
5.2	Topics & questions of the meeting.....	7
5.3	Minutes of the meeting.....	7

1. Week 1 meeting

1.1. Time and place of the meeting

No meeting with mentor was held in the first week.

1.2. Topics & questions of the meeting

No meeting with mentor was held in the first week.

1.3. Minutes of the meeting

No meeting with mentor was held in the first week.

2. Week 2 meeting

2.1 Time and place of the meeting

Meeting took place in the hall of second floor (Fontys University), time: 11:30-12:00

2.2 Topics & questions of the meeting

- Meeting client and mentor
- Discussing theme of event with mentor
- Discussing requirements with client
- Discussing communication aspect with client and mentor
- Planning future meetings with mentor

2.3 Minutes of the meeting

The group purposed the theme of a food festival, but the tutor advised not to because there is already a mandatory food aspect and the theme would then not meet all of the requirements. The client summarized his request and clarified any misunderstandings. The client and explained that when communicating with the client we must not talk about the technical aspects as we must discuss that amongst ourselves. The tutor told the team that his role is to give feedback and advise based on the information and document we provided, we are supposed to come with ideas and he gives us his thoughts. The group and tutor agreed to meet every school week on Tuesday 12:45 – 1:15.

3. Week 3 meeting

3.1 Time and place of the meeting

Meeting took place in the hall of the second floor (Fontys University), time: 12:45 – 1:15 pm

3.2 Topics & questions of the meeting

- What should be written in "minutes of meeting" in agenda's and minutes of every meeting and in project report?
- How should we implement the payment?
- Can we use a QR code to identify the visitor in the entire event?
- Should we use windows forms for the applications?

3.3 Minutes of the meeting

The tutor told the team that in minutes you fill in what was said in the meeting. The tutor told the team that we can simulate the payment because it would be too complicated and time-consuming otherwise. The tutor advised the team to research QR codes and its limitations along with RFID. He advised this so that we can fully understand the identification methods that are available and choose the correct one for our situation. The tutor advised that we don't use windows forms because it might limit us later in the project. He then said to research WPF.

4. Week 4 meeting

4.1 Time and place of the meeting

Meeting took place in the hall of the third floor (Fontys University), time: 12:45 – 1:15 pm

4.2 Topics & questions of the meeting

- Do we need a diagram for the use cases?
- Can you provide a tutorial for WPF?
- Is the format used for the use case correct?
- Should a person only be able to purchase one ticket?

4.3 Minutes of the meeting

The tutor told us that from now on we should push documents via our own machine. Documents should be uploaded as a pdf. Look into URS and Sequence diagrams. There can be changes to designs but these changes should be documented. Write a short description of project and team in readme. Try to have deliverables for block 1 by week 7.

5. Week 5 meeting

5.1 Time and place of the meeting

Meeting took place in the hall of the third floor (Fontys University), time: 1:00 – 1:30 pm

5.2 Topics & questions of the meeting

- Are the applications going to be used in Fullscreen mode
- Opinion on the designs of the GUIs and website and databases we have done so far

5.3 Minutes of the meeting

The tutor told us to speed up the design and get the clients confirmation as soon as possible. By week six we are expected to have the main page of the event done. The tutor also said to look over the database design again to make sure that we have tables we need.