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| **Team\_06** | **Capstone Project II**  **Minutes of Meeting # 01**  **Date:** Jan 10th, 2019  **Time:** 2:00pn – 4:00pm  **Location:** Casa Loma Campus Library Room E | **I.T.H.D.** |
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| Attendees: | Team member 1: Ana Roldugina Team member 3: Jerome Ching  Team member 2: Tamara Saldina Team member 4: Jordan Pike  Team member 5: Morgan Gill |  |
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| **Agenda** | |  |
| **Item** | **Description** | **Responsibility** |
| Review of previous meeting | (First meeting of semester; Reviewed internal business logic) | N/A |
| Item # 1… | Discussed initial Database Schema | Ana Roldugina |
| Item # 2… | Finalized GitHub repository | Tamara Saldina |
| Item # 3… | Agreed upon standardized meeting schedule. | Morgan Gill |
| Next meeting date | Date: Jan 17th, 2019  Time: 2:00pn – 4:00pm  Location: Casa Loma Campus Library Room E  Agenda:   * Create basic dashboard for client-side web application * Integration of Laravel PHP frame-work for MVC * Design initial Database schema   **Signature:**  Team member 1: Ana Roldugina  Team member 2: Tamara Saldina  Team member 3: Jerome Ching  Team member 4: Jordan Pike  Team member 5: Morgan Gill |  |
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| **Team\_06** | **Capstone Project II**  **Minutes of Meeting # 02**  **Date:** Jan 17th, 2019  **Time:** 2:00pn – 4:00pm  **Location:** Casa Loma Campus Library Room E | **I.T.H.D.** |
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| Attendees: | Team member 1: Ana Roldugina Team member 3: Jerome Ching  Team member 2: Tamara Saldina Team member 4: Jordan Pike  Team member 5: Morgan Gill |  |
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| **Agenda** | |  |
| **Item** | **Description** | **Responsibility** |
| Review of previous meeting | Reviewed previous meeting’s documentation | Morgan Gill |
| Item # 1… | Create basic dashboard for client-side web application & Integration of Laravel PHP frame-work for MVC | Ana Roldugina  Tamara Saldina |
| Item # 2… | Design initial Database schema & weighed pros and cons of UWP against WPF | Ana Roldugina  & All |
| Item # 3… | Scheduled in-person meeting with stakeholder | Ana Roldugina |
| Next meeting date | Date: Jan 24th, 2019  Time: 2:00pn – 4:00pm  Location: Casa Loma Campus Library Room E  Agenda:   * Discuss client-side user experience * Investigated possibility of a future in-person stakeholder meeting (location needs to be decided, time slot secured)   **Signature:**  Team member 1: Ana Roldugina  Team member 2: Tamara Saldina  Team member 3: Jerome Ching  Team member 4: Jordan Pike  Team member 5: Morgan Gill |  |
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| **Team\_06** | **Capstone Project II**  **Minutes of Meeting # 03**  **Date:** Jan 24th, 2019  **Time:** 2:00pn – 4:00pm  **Location:** Casa Loma Campus Library Room E | **I.T.H.D.** |
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| Attendees: | Team member 1: Ana Roldugina Team member 3: Jerome Ching  Team member 2: Tamara Saldina Team member 4: Jordan Pike  Team member 5: Morgan Gill Team member 5: Andrii G. |  |
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| **Agenda** | |  |
| **Item** | **Description** | **Responsibility** |
| Review of previous meeting | Reviewed previous meeting’s documentation & decided to meet with stakeholder In the Library. | Morgan Gill  Ana Roldugina |
| Item # 1… | Designed Client-side user experience | Jerome Ching  Tamara Sladina |
| Item # 2… | Discussed (and modified) the registration process for users | Tamara Saldina  Andrii G. |
| Item # 3… | Revealed current iterations of both client-side and employee-side logistical designs to stake holder | All |
| Next meeting date | Date: Jan 31st, 2019  Time: 2:00pn – 4:00pm  Location: Casa Loma Campus Library Room E  Agenda:   * evaluated current working status of client-side web application. And Investigate integration of “SummerNote plug-in” into the client-side project proposal creation pages   **Signature:**  Team member 1: Ana Roldugina  Team member 2: Tamara Saldina  Team member 3: Jerome Ching  Team member 4: Jordan Pike  Team member 5: Morgan Gill |  |
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| **Team\_06** | **Capstone Project II**  **Minutes of Meeting # 04**  **Date:** Jan 31st, 2019  **Time:** 2:00pn – 4:00pm  **Location:** Casa Loma Campus Library Room E | **I.T.H.D.** |
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| Attendees: | Team member 1: Ana Roldugina Team member 3: Morgan Gill  Team member 2: Tamara Saldina Team member 4: Jordan Pike |  |
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| **Agenda** | |  |
| **Item** | **Description** | **Responsibility** |
| Review of previous meeting | Discussed Andrii G.’s wishes for the project. Refreshed everyone on “Summer Note” | All |
| Item # 1… | Incorporated “SummerNote plug-in” into the client-side project proposal creation pages. | Tamara Saldina |
| Item # 2… | Integrated value and object passing mechanisms in order to collect assets input via the “SummerNote plug-in.” | Tamara Saldina |
| Item # 3… | Discussed possibility of external member being added by stakeholder | Ana Roldugina |
| Next meeting date | Date: Feb 7thth, 2019  Time: 2:00pn – 4:00pm  Location: Casa Loma Campus Library Room E  Agenda:   * implementation of visual design and user experience design features. * additional pertinent information that my need to be included on the form for legal reasons   **Signature:**  Team member 1: Ana Roldugina  Team member 2: Tamara Saldina  Team member 3: Morgan Gill  Team member 4: Jordan Pike |  |
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| **Team\_06** | **Capstone Project II**  **Minutes of Meeting # 05**  **Date:** Feb 7thth, 2019  **Time:** 2:00pn – 4:00pm  **Location:** Casa Loma Campus Library Room E | **I.T.H.D.** |
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| Attendees: | Team member 1: Ana Roldugina Team member 3: Morgan Gill  Team member 2: Tamara Saldina Team member 4: Jordan Pike |  |
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| **Agenda** | |  |
| **Item** | **Description** | **Responsibility** |
| Review of previous meeting | Reviewed possible documentation that will need to be supplied by users for legal reason. | All |
| Item # 1… | Discussed additional pertinent information that my need to be included on the form for legal reasons. This includes Building permits, certificates, and licenses. | Morgan Gill |
| Item # 2… | Devised method for users to upload files while implementing validation procedures to prevent malicious file uploads while accepting legitimate files. | Tamara Saldina |
| Item # 3… | Agreed upon standardized Trello update schedule | Ana Rolfugina |
| Next meeting date | Date: Feb 14th, 2019  Time: 2:00pn – 4:00pm  Location: Casa Loma Campus Library Room E  Agenda:   * Potential upcoming meeting with stakeholder.   **Signature:**  Team member 1: Ana Roldugina  Team member 2: Tamara Saldina  Team member 3: Morgan Gill  Team member 4: Jordan Pike |  |
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| **Team\_06** | **Capstone Project II**  **Minutes of Meeting # 06**  **Date:** Feb 14th, 2019  **Time:** 2:00pn – 4:00pm  **Location:** Casa Loma Campus Library Room E | **I.T.H.D.** |
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| Attendees: | Team member 1: Ana Roldugina Team member 3: Jerome Ching  Team member 2: Tamara Saldina Team member 4: Jordan Pike  Team member 5: Morgan Gill Team member 5: Andrii G. |  |
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| **Agenda** | |  |
| **Item** | **Description** | **Responsibility** |
| Review of previous meeting | Revisited Trello Update Schedule | Morgan Gill |
| Item # 1… | Presented and re-evaluated database schema. (fields added for new anticipated features and security reasons) | Ana Roldugina |
| Item # 2… | Restructured the registration process for new potential users. | Andrii G. |
| Item # 3… | Discussed the addition of new features to the project proposal process. (Such as automatically generating a quote for the client dependent on the dimensions and other metrics supplied by the client) | All |
| Next meeting date | Date: Feb 21st, 2019  Time: 2:00pn – 4:00pm  Location: Casa Loma Campus Library Room E  Agenda:   * More features to be requested by stakeholder in the future   **Signature:**  Team member 1: Ana Roldugina  Team member 2: Tamara Saldina  Team member 3: Jerome Ching  Team member 4: Jordan Pike  Team member 5: Morgan Gill  Team member 6: Andrii G. |  |
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| **Team\_06** | **Capstone Project II**  **Minutes of Meeting # 07**  **Date:** Feb 21st, 2019  **Time:** 2:00pn – 4:00pm  **Location:** Casa Loma Campus Library Room E | **I.T.H.D.** |
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| Attendees: | Team member 1: Ana Roldugina Team member 3: Jerome Ching  Team member 2: Tamara Saldina Team member 4: Jordan Pike  Team member 5: Morgan Gill |  |
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| **Agenda** | |  |
| **Item** | **Description** | **Responsibility** |
| Review of previous meeting | (First meeting of semester; Reviewed internal business logic) | N/A |
| Item # 1… | Received request from stakeholder to implement a recording of email correspondence. | Ana Roldugina |
| Item # 2… | Stakeholder expressed interest for a “scaled down” project proposal form that would be presented to unregistered users. | Tamara Saldina |
| Item # 3… | Stake holder requested that submitted project proposal forms be flagged as “Read Only” by clients who have already submitted said form. (This will prevent them from editing it later in the future) | Morgan Gill |
| Next meeting date | Date: Feb 28th, 2019  Time: 2:00pn – 4:00pm  Location: Casa Loma Campus Library Room E  Agenda:   * Create basic dashboard for client-side web application * Integration of Laravel PHP frame-work for MVC * Design initial Database schema   **Signature:**  Team member 1: Ana Roldugina  Team member 2: Tamara Saldina  Team member 3: Jerome Ching  Team member 4: Jordan Pike  Team member 5: Morgan Gill |  |
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| **Team\_06** | **Capstone Project II**  **Minutes of Meeting # 08**  **Date:** Feb 28th, 2019  **Time:** 2:00pn – 4:00pm  **Location:** Casa Loma Campus Library Room E | **I.T.H.D.** |
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| Attendees: | Team member 1: Ana Roldugina Team member 3: Jerome Ching  Team member 2: Tamara Saldina Team member 4: Jordan Pike  Team member 5: Morgan Gill |  |
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| **Agenda** | |  |
| **Item** | **Description** | **Responsibility** |
| Review of previous meeting | Reminded everyone of potential for more feature requests from stakeholder | Morgan Gill |
| Item # 1… | Potential for new API and web-Hook integration. (Idea floated across by external team member Alex) | Jerome Ching |
| Item # 2… | Internal Data-Structures must be made to match Database schema updates and new functionality to be added to desktop application | Morgan Gill  Jordan Pike |
| Item # 3… | Formatting of “Summer Note” plugin and schedule new meeting with stakeholder. | Tamara Saldina  Ana Roldugina |
| Next meeting date | Date: Mar 7th, 2019  Time: 2:00pn – 4:00pm  Location: Casa Loma Campus Library Room E  Agenda:   * Awaiting progress report on assigned tasks. Will Decide upon next course of action after next meeting.   **Signature:**  Team member 1: Ana Roldugina  Team member 2: Tamara Saldina  Team member 3: Jerome Ching  Team member 4: Jordan Pike  Team member 5: Morgan Gill |  |

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| **Team\_06** | **Capstone Project II**  **Minutes of Meeting # 08**  **Date:** Mar 7th, 2019  **Time:** 2:00pn – 4:00pm  **Location:** Casa Loma Campus Library Room E | **I.T.H.D.** |
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| Attendees: | Team member 1: Ana Roldugina Team member 3: Jerome Ching  Team member 2: Tamara Saldina Team member 4: Jordan Pike  Team member 5: Morgan Gill |  |
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| **Agenda** | |  |
| **Item** | **Description** | **Responsibility** |
| Review of previous meeting | Reminded everyone of potential for more feature requests from stakeholder and Updates from external team member Alex. | Morgan Gill  Ana Roldugina |
| Item # 1… | API and web-Hook integration will likely be abandoned for now (not part of initial project requirements) | Jerome Ching |
| Item # 2… | Internal Data-Structures were not made match Database schema updates due to delay (other academics. New functionality was added to desktop application. | Morgan Gill  Jordan Pike |
| Item # 3… | Incorporation of Design aspects into client side application. | Morgan Gill |
| Next meeting date | Date: Mar 14, 2019  Time: 2:00pn – 4:00pm  Location: Casa Loma Campus Library Room E  Agenda:   * Incorporation and testing of database with desktop application   **Signature:**  Team member 1: Ana Roldugina  Team member 2: Tamara Saldina  Team member 3: Jerome Ching  Team member 4: Jordan Pike  Team member 5: Morgan Gill |  |