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| 1. GROUP FORMATION (First Meeting 16/ 01/2018) | | | | | |
| 16/01/2018 | | 14:00 – 15:00 | Room QA-239 | | |
| **Meeting called by** | Tofayel | | | | |
| **Type of meeting** | Formal – Software Development | | | | |
| **Facilitator** | Tofayel | | | | |
| **Note taker** | Lopel and Voice recording system | | | | |
| **Timekeeper** | Lopel | | | | |
| **Attendees** | Tofayel, Jakir, Lukas, Nina, Diana, Nazrul, Lopel, Florian [100%] | | | | |
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| 1.1 Team members Introduction to the Group | | | | | |
| 14:00 – 14:16 | All group members, 2 minutes each | | | | |
| **Discussion** |  | | | | |
| Each member of the group has been introduced self and highlighted the strongest skills that He/She has it in relation to the Web application software development. | | | | | |
| **Conclusions** |  | | | | |
| Through the discussion has been identified that the group is well balanced as all the team members have the skills and experience required for working on a Web application development project. | | | | | |
| Action Items | | | | Person Responsible | Deadline |
| Delegating Roles to the team members | | | | Tofayel | 16/01/18 |
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| 1.2 Delegate Roles to the Team members | | | | | |
| 14:16 – 14:26 | Tofayel | | | | |
| **Discussion** |  | | | | |
| Each member of the team members have been agreed over the role that they will have in the project for developing the software application required by the coursework. | | | | | |
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| **Conclusions** |  | | | | |
| All the roles required has been filled with one or two of the group member/s | | | | | |
| 1. Tofayel | Scrum Mast | | | | |
| 2. Jakir | Product Owner | | | | |
| 3. Nina | Database designer | | | | |
| 4. Diana | Database designer | | | | |
| 5. Lukas | Web designer | | | | |
| 6. Nazrul | Software Tester | | | | |
| 7. Florian | Software Developer | | | | |
| 8. Lopel | Quality Assurance | | | | |
| Action Items | | | | Person Responsible | Deadline |
| NA | | | | NA | NA |
|  | | | |  |  |
| 1.3 Technology required for project development | | | | | |
| 14:26 – 14:46 | Tofayel and Florian | | | | |
| **Discussion** |  | | | | |
| 1. Communication Technology | | | | | |
| 2. Software Development Technology | | | | | |
| 3. Project management Agile Technology | | | | | |
| 4. Repository | | | | | |
| **Conclusions** |  | | | | |
| 1. Use WhatsApp for group communication | | | | | |
| 2. Use PHP, MySQL, JavaScript, NetBeans IDE, and Highcharts, for developing the web application. | | | | | |
| 3. Use JIRA software for managing the project. | | | | | |
| 4. Use Bitbucket Repository to store the application’s files | | | | | |
| Action Items | | | | Person Responsible | Deadline |
| 1. Create WhatsApp group | | | | Tofayel | 23/01/18 |
| 2. Create the project development environment | | | | Florian | 23/01/18 |
| 3. Purchase license for JIRA Software (create account) | | | | Florian | 23/01/18 |
| 4. Create the Repository for the project files (Bitbucket account) | | | | Florian | 23/01/18 |
| 1.4 Choose a Group Name | | | | | |
| 14:46 – 14:50 | All group members | | | | |
| **Discussion** |  | | | | |
| 1. Discuss different options for the most suitable name for the group and web application | | | | | |
| **Conclusions** |  | | | | |
| **INSPIRATION** is the name of the newly created Group | | | | | |
| Action Items | | | | Person Responsible | Deadline |
| The name of the group and the list of its members must be communicated to Dr. Ray Stoneham | | | | Tofayel | 17/01/18 |
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| 1.5 Next meeting plan | | | | | |
| 14:50 – 14:59 | Florian | | | | |
| **Discussion** |  | | | | |
| 1. JIRA software introduction. Short tutorial, create a demo project. | | | | | |
| 2. System Requirements analysis | | | | | |
| 3. Basic UI design Wireframe, Logo, Colour Scheme | | | | | |
| **Conclusions** |  | | | | |
| Next meeting will take place on the **23/01/18 Room QA-239 at 14:00**. Any updates on the agenda will be communicated on the WhatsApp group. | | | | | |
| Action Items | | | | Person Responsible | Deadline |
| Any changes with regard to the next meeting will be posted on the WhatsApp | | | | Tofayel | 23/01/18 |
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| 2. SYSTEM REQUIREMENTS ANALYSIS CERATE USER STOREYS (2nd Meeting 23/01/2018) | | | | | |
| 23/01/2018 | | 14:00 – 15:00 | Room QA-239 | | |
| **Meeting called by** | Tofayel | | | | |
| **Type of meeting** | Formal – Software Development | | | | |
| **Facilitator** | Tofayel | | | | |
| **Note taker** | Lopel and Voice recording system | | | | |
| **Timekeeper** | Lopel | | | | |
| **Attendees** | Tofayel, Jakir, Lukas, Nina, Diana, Nazrul, Lopel, Florian [100%] | | | | |
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| 2.1 Actions from previous meeting | | | | | |
| 14:00 – 14:16 | Florian | | | | |
| **Discussion** |  | | | | |
| 1. Prior this meeting all group members including Dr. Stoneham have receive an email invitation to join the JIRA platform. Instruction on how to use the account also has been provided in a form of screenshots images. | | | | | |
| 2. JIRA tutorial. The JIRA Account for the **Inspiration** group project management has been created and all team members have been invited to login and to create user stories for the first time on a demo project. | | | | | |
| 3. All team members | | | | | |
| **Conclusions** |  | | | | |
| 1. All team members have knowledge of how to use JIRA software. | | | | | |
| Action Items | | | | Person Responsible | Deadline |
| 1. Create the Inspiration project on the JIRA platform | | | | Florian | 23/01/2018 |
| 2. All team members must create Epics, User stories, and tasks | | | | All team | 30/01/2018 |

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| 3. The 3rd Meeting 30/01/2018 | | | | | |
| 30/01/2018 | | 14:00 – 15:00 | Room QA-239 | | |
| **Meeting called by** | Tofayel | | | | |
| **Type of meeting** | Formal – Software Development | | | | |
| **Facilitator** | Tofayel | | | | |
| **Note taker** | Lopel and Voice recording system | | | | |
| **Timekeeper** | Lopel | | | | |
| **Attendees** | Tofayel, Jakir, Lukas, Nina, Diana, Nazrul, Lopel, Florian [100%] | | | | |
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| 3.1 Agenda topic | | | | | |
| 14:00 – 14:16 | Presenter | | | | |
| **Discussion** |  | | | | |
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| **Conclusions** |  | | | | |
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| Action Items | | | | Person Responsible | Deadline |
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| 4. The 4th Meeting 06/02/2018 | | | | |
| 06/02/2018 | | 14:00 – 15:00 | Room QA-239 | |
| **Meeting called by** | Tofayel | | | |
| **Type of meeting** | Formal – Software Development | | | |
| **Facilitator** | Tofayel | | | |
| **Note taker** | Lopel and Voice recording system | | | |
| **Timekeeper** | Lopel | | | |
| **Attendees** | Tofayel, Jakir, Lukas, Nina, Diana, Nazrul, Lopel, Florian [100%] | | | |
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| 4.1 Agenda topic | | | | |
| 14:00 – 14:16 | Presenter | | | |
| **Discussion** |  | | | |
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| **Conclusions** |  | | | |
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| Action Items | | | Person Responsible | Deadline |
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| 5. The 5th Meeting 13/02/2018 | | | | | |
| 13/02/2018 | | 14:00 – 15:00 | Room QA-239 | | |
| **Meeting called by** | Tofayel | | | | |
| **Type of meeting** | Formal – Software Development | | | | |
| **Facilitator** | Tofayel | | | | |
| **Note taker** | Lopel and Voice recording system | | | | |
| **Timekeeper** | Lopel | | | | |
| **Attendees** | Tofayel, Jakir, Lukas, Nina, Diana, Nazrul, Lopel, Florian [100%] | | | | |
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| 5.1 Agenda topic | | | | | |
| 14:00 – 14:16 | Presenter | | | | |
| **Discussion** |  | | | | |
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| **Conclusions** |  | | | | |
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| Action Items | | | | Person Responsible | Deadline |
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| 6. The 6th Meeting 27/02/2018 | | | | | |
| 27/02/2018 | | 14:00 – 15:00 | Room QA-239 | | |
| **Meeting called by** | Tofayel | | | | |
| **Type of meeting** | Formal – Software Development | | | | |
| **Facilitator** | Tofayel | | | | |
| **Note taker** | Lopel and Voice recording system | | | | |
| **Timekeeper** | Lopel | | | | |
| **Attendees** | Tofayel, Jakir, Lukas, Nina, Diana, Nazrul, Lopel, Florian [100%] | | | | |
|  | | | | | |
| 6.1 Agenda topic | | | | | |
| 14:00 – 14:16 | Presenter | | | | |
| **Discussion** |  | | | | |
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| **Conclusions** |  | | | | |
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| Action Items | | | | Person Responsible | Deadline |
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| 7. The 7th Meeting 06/03/2018 | | | | | |
| 06/03/2018 | | 14:00 – 15:00 | Room QA-239 | | |
| **Meeting called by** | Tofayel | | | | |
| **Type of meeting** | Formal – Software Development | | | | |
| **Facilitator** | Tofayel | | | | |
| **Note taker** | Lopel and Voice recording system | | | | |
| **Timekeeper** | Lopel | | | | |
| **Attendees** | Tofayel, Jakir, Lukas, Nina, Diana, Nazrul, Lopel, Florian [100%] | | | | |
|  | | | | | |
| 5.1 Agenda topic | | | | | |
| 14:00 – 14:16 | Presenter | | | | |
| **Discussion** |  | | | | |
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| **Conclusions** |  | | | | |
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| Action Items | | | | Person Responsible | Deadline |
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