EE417 - Web Applications Development

Group Assignment – Group F Minutes

Author: Mark McGrath

Project Name: Complete Web Application

Project Stage: Project Start-up

Date: 18/03/2021

Meeting Duration: 2 hours

Present: Mark McGrath

                       Michael O'Hara

                       Rui Fan

                       Remi Bertogliati

                       Daire Cooney

                       Ciaran McCormack

                       Matthew LeBeouf

                       Corentin Lestanc

Apologies: Saimi Saleem

                       Sepeng Yang

1. Meeting Objectives

This was a project kick-off meeting hosted by Mark McGrath on Zoom to discuss the group assignment for EE417. The main objectives of the meeting were;

a) To agree the format and frequency of the group's communications and the Project Management Role.
b) To review the list of suggested projects as per the project description documentation, i.e.
- E-Commerce Portal including online stores for books, clothes, shoes and toys etc.
- Online Banking System
- A General Discussion Forum
- Online Library
- Online Take-away restaurant
- A Social Networking Web Application
- Any other application which can potentially meet the minimum functionalities criteria listed above.
c) To review the preferences and suitability of the project roles of each member of the group according to the list of potential roles as per the project description documentation, i.e.
- Business Requirements Analysis and Web Application structure designer
- Front-end developer HTML and CSS
- Client side interactive features (Java Script)
- Server side developer (Java Servlets and JSP)
- Database designer and JDBC connectivity
- Testing and Quality Assurance
- Cloud Deployment, Maintenance and Scalability
- Code Repository Management, Installation Instructions
- Project Documentation including the Final Report Manager
- Project Demonstration (screencast recording or documentation with screenshots)
d) To identify any key project task dependencies and agree next steps.

Note: Unless otherwise specified, all actions listed in these minutes should be completed in time for our next formal Zoom call on Thursday 25th March at 12pm.

2. Group communications and Project Management role

It was decided to have a formal project meeting through a zoom call every Thursday at 12pm for the duration of the assignment (four weeks) and to hold additional zoom calls as necessary.

It was also decided to use Whatsapp for the more frequent interactions between group members in order to track progress and provide updates/information on progression of tasks. Whatsapp would be used as the main day to day method of communication between group members. Michael O'Hara has already created the Whatsapp group.

Action: Mark McGrath to setup a weekly zoom meeting and to distribute the meeting minutes for this week to the project team via the Whatsapp group and student DCU email.

With regards to the PM role, it was decided that this would rotate on a weekly basis between team members. Mark McGrath has assumed the role for this week.

Action: Team to decide PM roles on a week by week basis for the duration of the assignment.

Michael O'Hara has already created the Whatsapp group.

3. Review of suggested projects

The general consensus of the group was to create an online banking system as it was felt this would be the best way to demonstrate all the required features of the website according to the assessment purpose of the project description document, particularly the back end database features.

Also discussed was the possibility of using one of the team's websites that they designed for assignments 1,2 and 3 as the template for the banking system. Three websites were reviewed, Mark's, Rui's and Michael's. Remi also gave an overview of his assignment website. From a front end perspective for a banking system it was felt Rui or Michael's would be more suitable. Although all the websites were of a very good standard, Rui's in particular was a very well done.

Action 1:   Team to finalise agreement on the Online Banking system – immediate action.

Action 2:   Team to decide on web site template no later than 21/03/2021.

4. Project Roles

There was significant discussion regarding project roles. As two of the project team couldn't make the zoom call today it was felt it would not be fair to allocate roles in their absence, also, in order to expedite the allocation of roles without wasting too much time on discussion, the group agreed that everyone would post two or a maximum of three role preferences to the Whatsapp group and then the team would decide which roles each team member would have. It was noted that the list of roles that was suggested in the project assignment documentation did not take into consideration a PM or Project Co-Ordinator role. As stated above the team decided to rotate this role on a week by week basis as it would be unfair on any team member to try and perform this and another role for the duration of the project.

The group also needs to decide who the project reps will be. At the moment they have been randomly allocated. This wasn't discussed in the meeting.

On reviewing the roles as listed in the assignment description it was felt that some roles would incur a much heavier workload than others and thus it would appropriate to combine two of the roles and distribute the workload with one of the roles across two team members.

It was decided that the two roles that could be combined were the Requirements analysis & Testing and Quality Assurance roles as there may not be the same workload on either of these roles with other project roles. There is also a logical connection here. A testing plan for the website will be drawn up against the requirements analysis document. Other team members could of course participate in the testing as long as a detailed test plan is formulated against the detailed requirements definition of the website.

The role that was identified that could be distributed across two team members was the front end developer role but there maybe other opportunities of combining roles and feedback from team members is welcomed to try and ensure that each team member has a clear understanding of the role and responsibilities they have on the project.

It was however felt that two of the team members were suited to two roles in particular,

Michael O'Hara would be responsible for Code Repository Management and Installation instructions. Michael has already set up a branched repository for the project team on Github and just need each team member to create a Github account using the DCU email address and Michael will add them to the repository.

Mark McGrath would be responsible for the Project Demonstration.

These roles of course would be subject to the team's agreement.

Rui expressed a preference for either Front End Developer or Project Documentation.

Remi opened up a discussion about the Cloud Deployment and Scalability role. We were all unsure as to what this exactly meant. Was it just the ability to deploy a war file on a server or was it to do with partitioning of the project technology to allow for scalability for example on AWS by deploying additional servers perhaps due to increase in front end or back end database traffic? It was decided to ask Ali our lecturer for clarification here.

Action 1: Team members to post up 2 or 3 preferences for roles to Whatsapp group and for the project team to agree the roles.

Action 2: Decide on PM role for next week.

Action 3: Decide on Project Reps roles.

Action 4: Team to decide on individual project roles.

Action 5: Professor Ali to clarify what Cloud deployment, maintenance and scalability means. A team member should be identified to ask this question in detail. Suggestion is Remi.

Action 6: Team members to create a <u>Student</u> Github account with their DCU email addresses and let Michael know when this has been done.

5. Key project task dependencies and next steps.

Two roles were identified as being crucial to the start-up of the project.

a) Code repository management
This has already been taken care of through Michael O'Hara but is subject to the rest of the team's approval.

b) Business Requirements Analysis/Web Application structure designer
It is **absolutely crucial** that a team member is identified for this role in the next two days and also that the type web application is agreed. The current majority decision is an online banking platform.

It should also be noted that this is also a lead role. The requirements analysis and web application structure document should have input and agreement from all team members. It should be iterative in that an initial document is produced and then sent to team members for review and edits.

The requirements analysis should be completed no later than Sunday 28th March. The project deadline is Sunday 18th April. This would leave three weeks to develop and test the website.

Action: Agree Business requirements role asap, no later than 21/03/2021

Key milestone plan

Week 1: 18/03/2021 – 21/03/2021:

Agree project roles and responsibilities
Agree web application (online banking preferred)
Agree web site template (preference is Rui's)

Week 2: 22/03/221 – 28/03/2021:

Create Business Requirements and Analysis and Web application structure document.

Week's 3 & 4: 29/03/2021 - 11/04/2021

Development of web site

Week 5: 12/04/2021 – 18/04/21

Testing and fixes