**Minutes of Group Meeting**

**COMP2913 Software Engineering Project Group Project**

**Date:** 25.02.2022

**Start Time:** 15:00

**End Time:** 15:45

**Location:** In person at the Parkinson’s building

**Present:** Hashir Ali, Omar Choudhry, Mohamed Fakeih, Alexandru-Iulian Magan, Joshua Reiner, William Toon, Diansitan Zhuang (Monty)

**Absent with apologies:** N/A

**Absent without Apologies:** N/A

**Chair:** Omar Choudhry

**Minutes:** Omar Choudhry

1. Review of Minutes of Last Meeting

* Organised setting up node.js for the project
* Created templates for design work
* Everyone working on interface and backend work (status will be partially complete for the duration of the project)

2. Review of Actions from Previous Meetings

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Actions carried over from previous meetings | | | | | |
|  | Date | Action | Who | When | Status |
| 1 | 22.2.22 | Create templates for design work. Set up node.js for the project | All | 25.2.22 | Complete |
| 2 | 22.2.22 | Working on the backend, testing, continuous integration, merge requests and consulting frontend development and designs | Alex | 25.3.22 | Partially Complete |

3. Discussion of Progress

* Spoke about progress with what each person has been doing
* Discussion on plan for preparing for:
  + Group Meeting with member of staff
  + Interim deliverable deadline
  + Sprint 2

4. Risks and Issues

* Originally thought keeping the repository just for code
* Now need to add in all the designs and documents (repository would now act almost as a storage location for files)
* All members need to commit

5. Actions Arising

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Actions arising from today’s meeting | | | | | |
|  | Date | Action | Who | When | Status |
| 1 | 25.2.22 | Working on the frontend customer interface | Will, Monty, Hashir | 25.3.22 | Incomplete |
| 2 | 25.2.22 | Working on the frontend manager and employee interfaces | Josh, Mohamed, Omar | 25.3.22 | Incomplete |
| 3 | 22.2.22 | Working on the backend, testing, continuous integration, merge requests and consulting frontend development and designs | Alex | 28.2.22 | Partially Complete |

6. Date and Time of Next Meeting

**Date:** 27.02.2022

**Start Time:** 20:00

**Location:** Online using Discord

**END**