**Minutes of Group Meeting**

**COMP2913 Software Engineering Project Group Project**

**Date:** 31.1.2022

**Start Time:** 17:10

**End Time:** 18:10

**Location:** Online using Discord

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

**Absent with apologies:** N/A

**Absent without Apologies:** N/A

**Chair:** Omar Choudhry

**Minutes:** Omar Choudhry

1. Discussion of Progress

* Decided on main actions in the project
* Omar will take responsibility of scrum master for Sprint 1 (including writing the Wiki)
* Alex will take control of master-branch on GitLab repository
* Created GitLab repository
* Split preparation work for sprint amongst all team members
* Went through project briefing document
* Decided on type of solution and technologies to use
* Discussed strengths and weaknesses of team members

2. Risks and Issues

* Meeting deadlines (end of sprints and final deadline)
* Attending all meetings (beginning of sprint, bi-weekly stand-up status & review meetings)
* Integrating back-end with front-end (since we decided to use different technologies for the back-end front-end)
* Making sure all interfaces follow similar pattern and have good usability and accessibility

3. Actions Arising

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Actions arising from today’s meeting | | | | | |
|  | Date | Action | Who | When | Status |
| 1 | 31.1.22 | Design prototype model for web application customer interface | Hashir | 14.2.22 | Incomplete |
| 2 | 31.1.22 | Design prototype model for web application payment interface | Diansitan | 14.2.22 | Incomplete |
| 3 | 31.1.22 | Design prototype model for web application manager & employee interface | Josh | 14.2.22 | Incomplete |
| 4 | 31.1.22 | Design web API for backend servers | Alex | 14.2.22 | Incomplete |
| 5 | 31.1.22 | Complete database ER modelling | Will | 14.2.22 | Incomplete |
| 6 | 31.1.22 | Add all issues (requirements) to GitLab Kanban board and start project Wiki | Omar | 14.2.22 | Incomplete |

4. Any Other Business (AOB)

* Need to follow up on if employees need their own interface (or are customer, payment & manager interfaces enough)

5. Date and Time of Next Meeting

**Date:** 14.02.2022

**Start Time:** 15:00

**Location:** Online using Discord

**END**