

# Meeting Minutes

Priyesh Patel – prp6, Matthew Mukalere – mm871, Euel Domingo – ejd29, Sahib Jabbal – ssj9

## 11<sup>th</sup> November 2016 - INPERSON

### Meeting notes

- Goal of meeting to setup communication and get to know each other
- Established communication method for when not in meetings and settled on WhatsApp
- Established dates of workshops when all members are available

### Task to complete

- Priyesh to send group details to David Barnes to confirm group

## 2<sup>nd</sup> December 2016 - INPERSON

### Review of previous meeting tasks

- Priyesh sent group details and confirmed via WhatsApp on 11<sup>th</sup> November

### Meeting notes

- Stage 1 of group work set, main meeting goal of understanding and assigning tasks
- All members sat and brainstormed user stories to a result of 14
- Members reviewed and selected the best 8 and made note
- Use case task was discussed but not started

### Task to complete

- All members to create some rough iterations of use case diagrams
- Euel to type up the draft user stories into its final form

## 8<sup>th</sup> December 2016 - INPERSON

### Review of previous meeting tasks

- Euel has typed up user stories
- All members have created up to 3 iterations of use cases

### Meeting notes

- Goal of meeting to finalise the use case diagram and review user stories
- One use case diagram created by taking aspects and inputs from multiple ideas
- Use case scenarios delegated to task members

### Task to complete

- Matthew to do Submit review, perform review, add comments
- Sahib to do schedule annual review, assign review, assign first reviewer
- Priyesh to do sign review, create employee record, update employee record
- Euel to do create new review record, read employee record

## **24<sup>th</sup> January 2016 - INPERSON**

### **Review of previous meeting tasks**

- Previous tasks completed on 9<sup>th</sup> December and sent to Priyesh to collate, review with group and submit

### **Meeting notes**

- Stage 2 set, goal of meeting to understand, breakdown and assign work for the task
- Planning documents need to be created and have been delegate to members
- Class diagrams and sequence diagrams will be focused in next meeting

### **Task to complete**

- Matthew to do project management
- Sahib to do review
- Priyesh to do minutes, version control
- Euel to do software tests, bug reporting

## **31<sup>th</sup> January 2016 - INPERSON**

### **Review of previous meeting tasks**

- Planning documents partially completed, to be discussed in this meeting

### **Meeting notes**

- Reasonable work has been done on documents from all members
- Small modifications and additions suggested
- Planning documents to be worked on Wednesday and then sent to Priyesh for collation
- UML work will begin in Thursdays meeting
- Members to practice with using GitLab space for upcoming use

### **Task to complete**

- Complete documents on Wednesday and send to Priyesh by Thursday

## **4<sup>th</sup> February 2016 - WHATSAPP**

### **Review of previous meeting tasks**

- Previous tasks completed on time and were sent to Priyesh to collate and send to review

### **Meeting notes**

- Sahib started class diagram and sent to group for input
- Priyesh sent the collated planning documents to group to get checked
- Documents confirmed as accepted for submission

### **Task to complete**

- N/A

## **6<sup>th</sup> February 2016 - INPERSON**

### **Review of previous meeting tasks**

- N/A

### **Meeting notes**

- Error in planning (deadline was morning not midnight) caused impromptu meeting to complete submission for stage 2
- Sahib and Priyesh only ones available for early meeting
- Submitted planning docs at start of meeting to prevent a non-submission
- Proceeded to complete the class diagram and 2 sequence diagrams
- Completed and uploaded the uml with 7 minutes to spare.

### **Task to complete**

- All members to read over stage 3 for tomorrow's meeting

## **7<sup>th</sup> February 2016 - INPERSON**

### **Review of previous meeting tasks**

- Members have read and made some notes for use in this meeting

### **Meeting notes**

- Stage 3 start, todo list made as follows:
- Class diagram, sequence diagram, implementation of authentication and update planning docs.
- Reviewed the use cases and came up with 3 questions for miles

### **Task to complete**

- Priyesh to email miles and update group with response

## **11<sup>th</sup> February 2016 - WHATSAPP**

### **Review of previous meeting tasks**

- Priyesh posted miles' response on 8<sup>th</sup>

### **Meeting notes**

- Sahib figured out how to add the UML diagram to the git space and informed the group
- Members installed git extensions and got git setup

### **Task to complete**

- N/A

## **13<sup>th</sup> February 2016 - INPERSON**

### **Review of previous meeting tasks**

- N/A

### **Meeting notes**

- Class diagram worked on and mostly complete, pending review
- Sequence diagram to be started next time

### **Task to complete**

- Review class diagram for tomorrow

## **14<sup>th</sup> February 2016 - INPERSON**

### **Review of previous meeting tasks**

- Some changes to be made to class diagram in this meeting

### **Meeting notes**

- Class diagram modified before starting sequence diagrams
- Sequence diagram mostly complete, need to add alternative flow

### **Task to complete**

- Matthew to look up how to do alternative flows
- Euel, Priyesh and sahib to research and plan the implementation

## **16<sup>th</sup> February 2016 - INPERSON**

### **Review of previous meeting tasks**

- Euel created a draft implementation
- Matthew still in process of getting alternative flows working

### **Meeting notes**

- Priyesh worked on implementation and got login and database setup done
- Sahib to do the access rights parts of code

### **Task to complete**

- Matthew to do alternative flows
- Priyesh and sahib to finish of implementation
- Euel to start updating some documents

## **17<sup>th</sup> / 18<sup>th</sup> February 2016 - WHATSAPP**

### **Review of previous meeting tasks**

- Alternate flows complete
- Implementation mostly complete
- Documents in progress

### **Meeting notes**

- Priyesh added Junit tests to the implementation and refactored code as well as fully commenting it
- Sahib reviewing the code and tests

- Matthew and Euel working on documents
- Priyesh updating minutes
- Sahib updating Gant chart

#### **Task to complete**

- Send work to Priyesh for submitting

#### **23<sup>rd</sup> February 2016 - INPERSON**

##### **Review of previous meeting tasks**

- Stage 3 submitted on time

##### **Meeting notes**

- Priyesh, Sahib and Euel starting planning for personal details implementation
- Matthew finished off the sequence diagrams

#### **Task to complete**

- Continue work on code
- Matthew to finish and send diagrams to group for review

#### **27<sup>th</sup> February 2016 - WHATSAPP**

##### **Review of previous meeting tasks**

- Diagrams done
- Coding progressing slower than expected

##### **Meeting notes**

- Sahib made database for pd
- Euel updated documents
- Matthew looked at coding
- Priyesh not available

#### **Task to complete**

- Full focus on Coding

#### **2<sup>nd</sup> March 2016 - INPERSON**

##### **Review of previous meeting tasks**

- Coding progressing

##### **Meeting notes**

- Matthew updated the diagrams in accordance to the feedback given
- Everyone else worked on making the code more concurrent to the class diagram

#### **Task to complete**

- Sahib making create pd form

- Priyesh to review and set up the gui

#### **4th March 2016 – TEAMVIEWER EMERGENCY MEETING**

##### **Review of previous meeting tasks**

- Coding is far behind schedule
- Create Personal Details GUI and functionality working

##### **Meeting notes**

- Create Amend Personal Details and Read Personal Details GUI
- Basic structure of the GUI was created by Euel, Sahib and Matthew

##### **Task to complete**

- Functionality of the GUI to be completed by Sunday 5<sup>th</sup> March 2016 by Matthew and Sahib

#### **5<sup>th</sup> March 2017 WHATSAPP**

##### **Review of previous meeting tasks**

- Functionality of the GUI completed

##### **Meeting notes**

- Matthew, Sahib and Euel finish off the personal details implementation
- Matthew updated the diagrams
- Sahib updated the gantt chart
- Euel updated the documents
- Priyesh simplified the coding, checked documents and uploaded all assessment files

##### **Task to complete**

- Submit Stage 4

#### **6<sup>th</sup> March 2017 – INPERSON**

##### **Review of previous meeting tasks**

- Stage 4 submitted on time

##### **Meeting notes**

- Priyesh, Sahib and Euel starting planning for review implementation
- Matthew finished off the sequence diagrams

##### **Task to complete**

- Continue work on code
- Matthew to finish and send diagrams to group for review

## **9<sup>th</sup> March 2017 - WHATSAPP**

### **Review of previous meeting tasks**

- Diagrams done
- Work on planning for review implementation still on going

### **Meeting notes**

- Everyone planning for the review implementation

### **Task to complete**

- N/A

## **14<sup>th</sup> March 2017 WHATSAPP**

### **Review of previous meeting tasks**

- N/A

### **Meeting notes**

- Everyone finishing the planning for the review implementation
- Matthew modified class and sequence diagrams

### **Task to complete**

- N/A

## **15<sup>th</sup> March 2017 - WHATSAPP**

### **Review of previous meeting tasks**

- N/A

### **Meeting notes**

- Feedback for Stage 3 is available
- Unit test for personal details needs to be implemented
- Diagrams needs to be updated

### **Task to complete**

- Create unit test for personal details system
- Matthew to update diagrams according to the implementation of the personal details system

## **17<sup>th</sup> March 2017 – WHATSAPP**

### **Review of previous meeting tasks**

- Euel created a draft unit test for personal details system

- Matthew updated diagrams

#### **Meeting notes**

- UML diagrams updated
- Code clean-up for personal details

#### **Task to complete**

- Euel to update unit test on personal details

### **17<sup>th</sup> March 2017 – WHATSAPP**

#### **Review of previous meeting tasks**

- Euel updated unit test for personal details

#### **Meeting notes**

- Priyesh and Sahib started on the implementation of the review system

#### **Task to complete**

- Continue work on code

### **20<sup>th</sup> March 2017 – WHATSAPP**

#### **Review of previous meeting tasks**

- Implementation for the review system is in progress

#### **Meeting notes**

- Priyesh and Sahib coding the system
- Matthew reviewing the diagrams
- Euel updating the minutes and testing
- Emailed David about the accuracy of the diagrams against the implementation of the system

#### **Task to complete**

- Continue work on code
- Update minutes and testing documents

### **21<sup>th</sup> March 2017 – WHATSAPP**

#### **Review of previous meeting tasks**

- Work on code in progress

#### **Meeting notes**

- Received a reply from David about the accuracy of the diagrams



- Priyesh continued the coding
- Sahib created the database for review
- Matthew reviewing the diagrams
- Euel updating documents

#### **Task to complete**

- Continue work on code
- Update minutes and testing documents
- Update sequence and class diagrams

### **23<sup>th</sup> March 2017 – INPERSON**

#### **Review of previous meeting tasks**

- Work on code in progress
- Matthew updated the diagrams
- Documents are behind

#### **Meeting notes**

- Priyesh and Sahib continued the coding
- Matthew reviewing the diagrams for review system
- Euel updating documents

#### **Task to complete**

- Continue work on code
- Complete documents

### **24<sup>th</sup> March 2017 – WHATSAPP**

#### **Review of previous meeting tasks**

- Work on code in progress
- Documents are updated

#### **Meeting notes**

- Priyesh and Sahib continued the coding. Implemented the Review GUI
- Matthew updated the class and sequence diagrams for the review system
- Euel working on documents

#### **Task to complete**

- Continue work on code

**26<sup>th</sup> March 2017 – WHATSAPP**

**Review of previous meeting tasks**

- Work on code in progress

**Meeting notes**

- Everyone working on getting review code working
- End of day coding abandoned due to time constraints
- Status report created to outline the state of the work
- Sahib created html file for submission

**Task to complete**

- Priyesh to compile and submit the final submission