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| **Week** | **Minutes** | **Attendance** | **Activities** | **Task for next meeting** |
| 26/09/2019 | 11:00 AM – 11:35 PM  Total - 35 mins. | All | * The first day of meeting, all members are starting by introduced about themselves. * Then find out how we communicate and collaborate remotely and platform (share phone number, email, social media messenger, groups chat system, Team viewer application and GitHub) for sharing information, files and documents. | * Create required accounts and get in touch each other remotely. * Research on relevant site based on scenario. * Study on SharePoint. |
| 28/10/2019 | 11:00 AM – 12:00 PM  total - 60 mins | All | * Selected the relevant site based on coursework scenario. * Discussed on site features. * Discussed on SharePoint and services. | * Research on individual roles. * Measure skills and define own flexibility of each roles. * Study on role based tasks. |
| 30/10/2019 | 11:00 AM – 12:30 PM  total - 90 mins | All | * Defined roles for five members. * Defined role based task for each member. * Discussed about report structure and required documents. * Planning on chosen site. | * Create responsibility matrix. * Assumption on product outcomes. * Create user stories. |
| 01/10/2019 | 12:00 AM – 1:00 PM  total - 60 mins | All | * Continue discussion based on user stories. * Getting idea on assumption outcomes. * Discussed about some design parts. * Discussed on basic functionality. | * Create use case diagram. * Create workflow of product. * Create product backlog. |
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| 03/10/2019 | 11:00 AM– 12:30 PM  total - 90 mins | All | * Review use case diagram, workflow and product backlog. * Modified product backlog. * Discussed on the product design. | * Design site wireframe. * Create Initial Class Diagram. * Create Entity relationship diagram. |
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| 05/10/2019 | 11:00 AM– 11:30 AM  total - 30 mins | All | * Provide approval to site wireframe. * Discussion on further design. | * Design User Inter face of site. * Design information architecture of product. |
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| 20/10/2019 | 12:00 PM– 12:30 PM  total - 30 mins | All | * Final approval to all design. * Discuss about development parts. | * Create Microsoft office 365 account and compete setup. * Add team members. * Create communication site. |
| 23/10/2019 | 11:00 AM– 11:30 PM  total - 30 mins | * All | * Discussed about main functionality. * Review latest updates. | * Add or create features such as Latest news, Schedule of program, pages, web parts, form and weather. * Add information from chosen site. |
| 28/10/2019 | 12:00 PM– 1:00 PM  total - 60 mins | - All | * Checked recent developed parts. * Discussed about testing. | * Create test plan. * Create test design. |
| 02/11/2019 | 12:00 PM– 12:20 PM  total - 20 mins | All | * Provide approval to test plan, test design. * Ready to testing the site. | * Perform test. * Create test log. |
| 07/11/2019 | 12:00 PM– 1:00 PM  total - 60 mins | - All | * Provide feedback and fix bug. * Discussion for presentation. * Ready to deliverables. | * Make screencast of product. |