

Meeting Minutes

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

11th 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

2nd December 2016 - INPERSON

Review of previous meeting tasks

- Priyesh sent group details and confirmed via WhatsApp on 11th 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

8th 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

24th January 2016 - INPERSON

Review of previous meeting tasks

- Previous tasks completed on 9th 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

31th 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

4th 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

6th 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

7th 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

11th February 2016 - WHATSAPP

Review of previous meeting tasks

- Priyesh posted miles' response on 8th

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

13th 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

14th 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

16th 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

17th / 18th 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

23rd 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

27th 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

2nd 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 5th March 2016 by Matthew and Sahib