**Meeting Agenda & Minutes**

Wed 07/02/18, 11.30, The Zone at Ellison Building

**Agenda**

* Review of Code of Conduct, and SC to re-sign with correct spelling of his name
* MW to feedback on GitHub.
* Compile Skills Audit and review technical qualifications / skills to finalise document
* Review UI designs
* Review statement of purpose document
* Review Quality Document (see Cliff’s lecture on formatting)
* Discuss proposal ready for meeting with tutors

**Attendees**

Peter Smith (Scribe), Sam Connelly, Max Walsh (Chair), Michael Bulgrass

**Minutes**

PS and MW were early, so started by discussing the Use Case Diagrams and how they would need to be improved. SC and MB joined the group around 10 minutes late.

Actions Points from last meeting were discussed;

SC informed the group that he had not been able to speak directly with the tutor and had not yet received any email communication that answered the queries he had. He resolved to speak to the tutor Chris Rook before the next meeting and find out if example data was available.

SC did tell the group that the July deadline had been moved forward to May, but was not sure when in May.

SC raised that 3 of the group would not be attending their regular seminar session on Thursday afternoons in favour of joining PS’ seminar group on the Friday. While there was some initial reluctance to do this, it was understood that PS could not manage the Thursday seminar because of its location and lack of accessibility for his wheelchair.

MW also apologised at this point, saying that he had been ill and had been away from home since the last meeting and had only been able to work on the Skills Audit. He apologised profusely and said he would complete the pending Use Case diagrams by the end of the day (Wednesday 07/02/18).

SC also said he had looked into using GitHub as the sole repository for all of their work, however felt that their lack of understanding of the software would be a negative factor and that instead they would continue to make use of GoogleDrive to store work and documents until a later date. Completed coding would be uploaded to GitHub.

# Class Diagrams

The group looked at the proposed Class Diagram, as created by PS. It was reminded that this was a work in progress. MW queried whether ‘database’ was a class in itself, but the group decided that the ‘database’ class would remain. There were a number of other changes made to the diagram, mostly creating of further UIs and modifying the fields and methods of some of the others. There was some detailed discussion on the number of main menu interfaces that the system would require, and it was decided that the system would need two menu systems (one for caretakers and one for managers) created at login depending on the security level / rights of the user.

# Caretaker UI

MB showed the Caretaker UI that he had completed. The question was asked what format the UI would take, and the group unanimously agreed that it should be a pop-up screen. There was some discussion about its contents, with SC suggesting that the “comments” box being available for every available issue being raised not just for the “other” issue. It was agreed that this would benefit the system users in that the manager would be given important details for each raised issue, rather than having to spend time finding the basic information themselves prior to resolving it.

The group spent some time comparing the Caretaker UI diagram to the Class Diagram to ensure that the two displayed the same information. It was noted that there were a few features that were held by both the Caretaker and Manager classes, and that they would have to be present in both of the UIs. Could the code be recycled?

A few more classes would need to be added to the Class Diagram to take account of the discussions; namely Manager UI, Caretaker UI, Report Issue UI and Edit Account UI. PS pointed out that some of the current UIs in the Class Diagram could be alternative names for the suggested changes. Another suggested UI was for Login.

There was some consideration to the use of jbuttons, especially in regards “logout” features. MW queried whether UIs would require Methods, as well as the number of pop-ups that the system now had asking whether it was too many. SC suggested that pop-ups could be reduced through modifying the current screen; namely when a caretaker clicked on a task they had been given further information about that task would be displayed within the same screen rather than as a separate pop-up. PS queried whether the pop-ups could be coded to automatically close down once the user had finished with them and had moved onto a different task within the system. MW asked whether they should limit more pop-ups, such as the change password feature being available on the accounts screen rather than having it as a separate pop-up.

PS queried how cohesive this would be within the system but there was no definitive answer given.

MW suggested that “Account” could be a class but didn’t necessarily have to a be a pop-up screen. There was further discussion and SC asked whether the “preferences” of the caretakers should be visible alongside all of the tasks or accessed separately. The group came off-agenda to discuss the preferences, deciding that there should be a method of recording whether a caretaker liked a task or not on a scale of 1-10, with 10 being that the caretaker really enjoyed or liked a task, and 1 being that they didn’t enjoy the task. A score of 0 on this scale would suggest that for some reason that particular caretaker could not perform the task in question. This was agreed on.

SC referenced the ERD and queried whether the tasks would be categorised to make selecting preferences easier. Having a caretaker give a preference whether they liked “emptying the bins” was a quick way to preference multiple tasks, however it would limit more details recording such as a particular caretaker not liking emptying the bins “in a particular room” rather than emptying all bins. No consensus was reached and it was agreed to look at further.

PS asked about the final output of the system, and how it would be displayed to the caretakers. Some consideration was given to the matter, before it was decided that the manager would have a “print all” button available to them that would print the allocated tasks to each of the caretakers and given to them, rather than have them all log into then out of the system, and possibly spending time complaining or trying to re-allocate tasks that they don’t want back to the manager.

**Time was spent modifying the existing Class Diagram and reviewing the Entity Relationship Diagram**

MW queried how long completed tasks would be stored for. The system brief suggested a month and this was agreed on by the group.

# Skills Audit

The Skills Audit was checked against to ensure that it was completed. It was agreed that, in its current form, it should be copied into the Project Proposal and submitted by PS before the end of the week.

* MB to write a statement of purpose document.
* MW to consider a standard design layout for all User Interfaces
* MW to draw draft User Interface diagrams for screens that the manager will use

**Any Other Business**

* None

**Action Items**

* SC
  + Speak to Chris Rook to get answers to questions
  + Continue to develop ERDs and start development of tables
  + Continue to assess which database style / system to use
  + Design UI for task entry
* MW
  + Complete Use Case diagrams by end of Wed 7/2/18
  + Design UI diagrams
* MB
  + Write Use Case descriptions
  + Update UIs for use by Caretakers
* PS
  + Admin week
* Review Statement of Purpose document as this was on the agenda but not discussed this meeting

**Next Meeting Agenda Items**

* SC to chair meeting 14/02/2018