**ENTERPRISE RPO**

**COURSEWORK PART B**

Meeting Minutes

**Project**: Research Grant Action Plan Page

**Date**: 24/03/2023 (Friday)

**Time & Location**: 2PM, Zoom

**Present**: Aminah Gulraiz, , Sama Abed, , Umera Rashid, Hasan Khan (Present for the last 10 minutes)

**Absent**: Muhammed Abbas, Bilal Ashraf, Umar Zaman (no notice)

**Achievements:**

Sama and Hasan (late) demonstrated the prototype with the client. The client wanted an additional feature as well as a different interface for the PRIP questions. After the meeting with the client, Sama made some additional changes to the frontend. Sama used JavaScript to hide (PRIP) question 13 from Co-Is so that only PIs can answer it. Sama created the database. Aminah created a poll confirming the date and time of the meeting in which everyone confirmed they will attend.

**Summary:**

Aminah hosted the meeting via Zoom. Sama explained the client’s feedback. Aminah compiled a list of tasks for the team based on client's feedback which Sama explained. The estimated completion time will be set during the next meeting due to lack of attendance. Despite efforts to agree on a time, only Aminah Gulraiz, Umera Rashid and Sama Abed attended the meeting. Hasan joined almost an hour later. Abbas, Umar and Bilal didn't give any notice and did not attend. After this meeting Sama will finish the database and upload it to GitHub.

**Key Actions**: (with estimated completion time)

**SAMA:**

1. **Database Tables:** (25/03/23)
2. Upload database on GitHub (25/03/23)
3. **Summary Page:** Frontend
4. **Submit Button:** Process in which information is received from the form and validated before storing into the database
5. **PRIP Answers Page:** to show how everyone answered each question. Excluding question 13. Backend will include this data to be stored in another table

**UMERA:**

1. **Admin Page:** Frontend - validation (less requests) for the email

**AMINAH:**

1. **UnitTesting Documentation:** Table to store unit testing results (25/03/23)
2. **Admin Page:** Backend - validation of admin details
3. **Download Button**: research

**HASAN:** unassigned

**ABBAS:** unassigned  **BILAL:** unassigned

**UMAR**: unassigned

**Unassigned Tasks:**

1. Frontend validation for the PRIP form using Javascript (2 members)
2. BACKEND submit button, receive information from form then validate using php and then stored into the database
3. BACKEND link to summary page on the admin dashboard
4. BACKEND Connecting (theme page) list of projects to show the details of Q13 (projects detail page) -
5. PAGE (FRONTEND)to show how everyone answered each question. Excluding question 13. To be stored in another table - SAMA
6. PAGE (BACKEND) to show how everyone answered each question. Excluding question 13. To be stored in another table
7. Unit Testing to be carried out after feature has been developed
8. When clicking on a theme from the dashboard, go to theme.php page and show all projects in that theme. Also, when clicking on a project entry, go to project.php page and show the project details (Q13)
9. Backend for the summary page (calculate info then show them)
10. Backend for the all prips page ( to show how everyone answered each question. Excluding question 13

Meeting Minutes

**Project**: Research Grant Action Plan Page

**Date**: 27/03/2023 (Monday)

**Time & Location**: 2PM,

**Present**: Aminah Gulraiz, , Sama Abed, , Umera Rashid, Hasan Khan, Muhammed Abbas, Bilal Ashraf, **Absent**: Umar Zaman (no notice)

**Achievements:**

Those who had attended the last meeting (Sama, Aminah and Umera) made further developments with the website. Aminah made a list of task.

**Summary:** The team spent the meeting choosing the tasks that they want to work on and setting dates in which they can complete them. Aminah also updated the Gantt chart.

**Updated Key Actions**: (with estimated completion time)

**SAMA:**

1. **Database Tables:** (25/03/23) - DONE
2. Upload database on GitHub (25/03/23) -DONE
3. **Summary Page:** Frontend - DONE
4. **Submit Button:** Process in which information is received from the form and validated before storing into the database
5. **PRIP Answers Page (Frontend):** to show how everyone answered each question. Excluding question 13. Backend will include this data to be stored in another table - DONE (28/3/23)

**UMERA:**

1. **Admin Page:** Frontend - validation (less requests) for the email

**AMINAH:**

1. **Admin Page:** Backend - validation of admin details
2. **Download Button**:

**HASAN:**

1. BACKEND Connecting (theme page) list of projects to show the details of Q13 (projects detail page) -
2. When clicking on a theme from the dashboard, go to theme.php page and show all projects in that theme. Also, when clicking on a project entry, go to project.php page and show the project details (Q13)
3. Page connecting dashboards to themes and themes to projects will be completed within a week.

**ABBAS:**

1. Frontend validation for the PRIP form using Javascript - prip fields are required and must not exceed 300 words (2 members)
2. When Co-I has to select project name from existing options - drop down

**BILAL:**

1. Backend for summary page.
2. BACKEND Connecting (theme page) list of projects to show the details of Q13 (projects detail page) -

**UMAR**:

1. Frontend validation for the PRIP form using Javascrit - prip fields are required and must not exceed 300 words (2 members)

Meeting Minutes

**Project**: Research Grant Action Plan Page

**Date**: 4/04/2023 (Tuesday)

**Time & Location**: 4PM, Whatsapp

**Secretary/Scribe**: Aminah Gulraiz

**Present**: Aminah Gulraiz, , Sama Abed, , Umera Rashid, Hasan Khan, Umar Zaman

**Absent**: Bilal Ashraf, Muhammed Abbas

**Achievements:**

There has not been much progress due to Ramadan. Nor did anyone specify what they did. Hasan did not host a meeting on Monday and rearranged it (9PM) for today. Hasan (team leader) does not confirm with the team whether or not we have a meeting, regularly.

**Summary:** Members present stated what they did via Whatsapp. Hasan will start his task 5/04/23. Umera is almost done. Sama observed that we need someone to make the testing document.

Aminah updated the Gantt chart and documented the meeting minutes. The meeting would have been on Zoom but Hasan had internet issues. No key decisions were made. Hasan as leader did not lead/host the meeting, Sama just asked what everyone has accomplished. If anyone struggled with the database, Sama offered to help.

**Updated Key Actions**: (with estimated completion time)

No one gave their estimated completion time besides Aminah and Umar

* **Aminah:** working on Admin details verification, struggled a bit with Github (13/04/23)
* **Bilal:** Does not speak ever or attend
* **Abbas**: Unavailable for unknown reasons, does not contribute to decision making process anyway
* **Hasan:** did not specify but is continuing with allocated tasks
* **Sama:** did not specify but is continuing with allocated tasks
* **Umera:** did not specify but is continuing with allocated tasks
* **Umar:** did not specify but is continuing with allocated tasks (“by next week”)

Meeting Minutes

**Project**: Research Grant Action Plan Page

**Date**: 11/04/2023 (Tuesday)

**Time & Location**: All-day, Whatsapp

**Secretary/Scribe**: Aminah Gulraiz

**Present**: Aminah Gulraiz, , Sama Abed, Hasan Khan, Umar Zaman, Umera Rashid

**Absent**: Bilal Ashraf, Muhammed Abbas

**Achievements:**

Umera, Hasan, Umar, Sama and Aminah have made some progress on their tasks.

**Summary:** Today Aminah just updated the gantt chart and shared the problem of bad communication. It seems the team does not know how to estimate what will be achieved in a week. Throughout the day there was some response. Except Bilal, he refuses to say anything.

**Updated Key Actions**: (with estimated completion time)

* **Aminah:** progress on Admin details verification (13/04/23)
* **Bilal:** per usual, no communication
* **Abbas:** doesn’t speak for unknown reasons
* **Hasan:** did not specify but is continuing with allocated tasks
* **Sama:** did not specify but is continuing with allocated tasks
* **Umera:** did not specify but is continuing with allocated tasks
* **Umar:** did not specify but is continuing with allocated tasks (20/04/23)

Meeting Minutes

**Project**: Research Grant Action Plan Page

**Date**: 19/04/2023 (Wednesday)

**Time & Location**: 4:30PM, Zoom

**Secretary/Scribe**: Aminah Gulraiz

**Present**: Aminah Gulraiz, , Sama Abed, Umar Zaman, Umera Rashid, Bilal Ashraf, Muhammed Abbas,

**Absent**: Hasan Khan

**Achievements:**

Sama has completed her tasks. Umar and Abbas worked on the word count for the PRIP answer boxes. Umera completed frontend validation in regards to the email format but was struggling on developing an error message. Bilal made progress, not specified. Hasan has completed his tasks and will focus on testing (mentioned after the meeting). Aminah is almost finished with the PDF download button and admin backend validation. She has updated the database with the admin email, password and staff number.

**Summary:**

Aminah hosted the meeting on Zoom. Sama led the meeting, asking members on their progress and set a time in which the team will be done with the project. Bilal confirmed that he is on track and can complete his tasks by next week. Bilal did not give further details when Sama asked. Umar and Abbas are yet to implement real time validation. Hasan did not attend for unknown reasons. Sama assigned Umera another task to complete to increase her contribution since she struggled with developing an error message. Sama shared with the team what extra tasks she will take on board (listed below). Ideally, the team would like to submit early to avoid any complications caused by unforeseen circumstances. Maybe a couple days before. It is more likely Hasan will submit as he is the team leader. The team has yet to discuss how we will present our project to the client. Aminah will create the testing document as members have almost completed their code.

**Updated Key Actions**: (with estimated completion time)

* **Aminah:** **(30th April)**
  + Testing table document and share on whatsapp (19th April)
  + Upload PDF button on GitHub (23rd April)
  + Upload Admin Verification (23rd April)
  + Testing (30th April)
  + Improve testing table layout (30th April)
* **Bilal:** **(30th April)**
  + Summary page is almost complete
  + Testing
* **Sama:** **(30th April)**
  + Login button
  + Feature for admin to change email and password
  + Testing
* **Umera:** **(30th April)**
  + Error message for front validation (maybe)
  + Search bar on (what page?)
* **Umar & Abbas: (30th April)**
  + Yet to implement real time validation (1 day)
  + Testing
* **Hasan:** Did not attend

Meeting Minutes

**Project**: Research Grant Action Plan Page

**Date**: Hasan did not host a meeting.

**Time & Location**:

**Secretary/Scribe**: Aminah Gulraiz

**Present**:

**Absent**:

**Achievements:**

Sama has completed her tasks. Sama finished the “change password/email” feature and improved the submit button. Hasan added the projectSxript.php file and there was a conflict when Umera sent a pull request. The issue was resolved a while later. Sama sent to the group chat the requirements for the summary page but bilal has not responded. Sama removed duplicated code as Umar or Abbas wrote the questions again and the code stopped working. Umar and Abbas did not add an error message but have implemented the 300 word limit using HTML only. Sama clarified to Umar that not all questions needed the word limit and to only apply to text based answers. Hasan used JavasScript instead of PHP to access the database and it does not work for Sama or Aminah. (Other members did not communicate any issues). Someone changed and ruined the admin login page in which Sama had to rewrite. Despite Hasan saying he has completed his tasks, he has done no testing. His task was to show project details after clicking on the project title. Members tried to access project details but no information was displayed. Umar and Abbas are still finishing their code. Aminah has uploaded the “Download as PDF”button and admin server-side validation. No one else has done any testing.

**Summary:**

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**Updated Key Actions**: (with estimated completion time)

* **Aminah:**
* **Bilal:**
* **Sama:**
* **Umera:**
* **Umar & Abbas:**
* **Hasan:**