Meeting Minutes

**Project**: Research Grant Action Plan Page

**Date**: 14/02/2023

**Time & Location**: 4:00 PM - 4:30 PM, Horton Building

**Present**: Aminah Gulraiz, Umera Rashid, Hasan Khan, Umar Zaman, Muhammed Abbas

**Absent**: Bilal (sick), Sama (sick)

**Topic Discussed:**

Team Roles

NDA Document

Interview Preparation

**Key Decisions**: (with reason)

1. Hasan selected to be the team leader
2. Aminah selected as team secretary

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

1. Aminah created a meeting minutes template,
2. Aminah created a shared google document to write the interview questions in and to give structure to the interview
3. Hasan and Umar to led the interview (same day)
4. Aminah took interview notes and created a NDA document (same day)
5. Aminah will send a follow-up email to client for project resources and share them with the team (same day)

**Further Ideas**:(to be continued)

Review PRIP form

Review RGAP form

Review interview notes

Start Requirements Specification

Meeting Minutes

**Project**: Research Grant Action Plan Page

**Date**: 21/02/2023

**Time & Location**: 7:00 PM - 8:00 PM via Zoom

**Present**: Aminah Gulraiz, Hasan Khan, Umar Zaman, Muhammed Abbas, Bilal Ashraf, Sama Abed

**Absent**: Umera Rashid (apologized)

**Topics Discussed**:

GitHub

Projective Objectives

Requirements Specification

Prototype

**Key Decisions**: (with reason)

1. Meetings should be informed with a one week notice, so there is time to prepare
2. Weekly meeting on Tuesdays 6PM, Horton. More convenient as all should be present already.
3. Prototype will be created using Figma.

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

1. Complete introduction and team expertise by 26/02/23
2. All created GitHub and Discord Accounts
3. Hasan created project Respiratory on GitHub
4. Hasan will accommodate tasks to the team, ideally ASAP
5. Abbas to create the requirement specification document layout (29/03/23)
6. Cover page for requirements specification (29/03/23)

**Further Ideas**:(to be continued)

Meeting Minutes

**Project**: Research Grant Action Plan Page

**Date**: 29/02/2023

**Time & Location**: 4:00 PM - 6:00 PM

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

**Absent**: Bilal Ashraf

**Achievements**:

Hasan managed to allocate tasks to the team on the 27th. The layout of the requirements specification was created by Abbas. Aminah added a cover page, as there was no role allocated. Aminah changed the minutes layout to fit the criteria better.

**Summary**:

The team has agreed on weekly meetings, outside lab sessions, to be held on Mondays 1PM. Team spent the meeting discussing tasks with each other and to see what progress can be made in how much time.

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

1. Aminah to create Gnatt chart and continue to update
2. Bilal to complete the intro (05/03/23)
3. Umar and Bilal complete actors and functions (05/03/23)
4. Umara to complete LESPI and Risk assessment (05/03/23)
5. Hasan to complete interface section of requirements specification (05/03/23)
6. Sama writing follow-up questions regarding database (05/03/23)

**Further Ideas**:(to be continued… )

PRIP

Programming Languages

Prototype - tasks allocations

Meeting Minutes

**Project**: Research Grant Action Plan Page

**Date**: 06/03/2023

**Time & Location**: 1:00 PM - 2:00 PM

**Present**: Umera Rashid, Aminah Gulraiz, Hasan Khan, Muhammed Abbas, Sama Abed

**Absent**: Bilal Ashraf (sick), Umar Zaman

**Achievements:**

The LESPI section was completed by Umera. Aminah only contributed to the ethical and professional issues. Actors and some functional requirements have been noted by Abbas and Umar. Hasan has created some user interfaces using figma. Sama has completed most of the data description, but more information is needed from the client. Aminah had arranged a meeting on the 8th of March with Christina.

**Summary**:

Aminah came up with the idea of how to divide the PRIP Form, two members per page. Front end languages used will be HTML and CSS. Back-end languages used will be PHP. Team will focus on the front-end first and then back-end after meeting with the client (8th March). Uncertainty regarding the NDA document. Aminah asked Savas Konur who referred her to the markscheme which had no specific details as to what content is stored in the NDA.

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

1. Finish intro - Bilal ASAP
2. PRIP prototype to be completed by 10/03/23.
3. PRIP Page 1 - Abbas & Umera
4. PRIP Page 2 - Hasan & Bilal
5. PRIP Page 3 - Sama & Umar
6. PRIP Page 4 - Aminah
7. In-person meeting with client - Aminah and Sama

**Further Ideas**:(to be continued in the next meeting)

Dividing RGAP Page

Meeting Minutes

**Project**: Research Grant Action Plan Page

**Date**: 07/03/2023

**Time & Location**: 4:00 PM - 6:00 PM

**Present**:, Umar Zaman, Muhammed Abbas, Sama Abed, Bilal Ashraf, Aminah Gulraiz(Online) , Hasan Khan(Online), Umera Rashid

**Absent**: -

**Achievements:**

Majority of the requirements specification is done and the team have started their allocated PRIP pages. Regarding the requirements specification, parts are still incomplete such as the team expertise (Hasan, Abbas, Umar), functional and non-functional requirements. The non functional requirements and a cover page are missing.

**Summary**:

Progress with the RGAP page will be further discussed after the client meeting because the team does not confidently understand the clients requirements. During this lab session, the team continued developing their allocated pages from the PRIP form. In pairs of two, one will focus on the front-end and the other, back-end. Aminah and Sama will meet the client.

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

1. Team continued with allocated PRIP pages. Given some of us have exams, we will complete this by the weekend and meet on Monday to discuss the RGAP page as a team.
2. For the RGAP Page, Sama will construct questions regarding the “centraliser”/RGAP page, admin interface, data handling and representation. (07/03/23)
3. Aminah reviewed requirements specification and added “Alert Pop Up Box” and “Download link” to the functions. This will be further developed after the meeting with the client. (13/03/23)
4. The Gantt chart will be updated by Aminah to set the deadline for the PRIP and RGAP soon after the meeting (10/03/23)

Meeting Minutes

**Project**: Research Grant Action Plan Page

**Date**: 13/03/2023

**Time & Location**: 1:00 PM - 2:00 PM

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

**Absent**:

**Achievements:**

Hasan added the layout for the PRIP pages and Javascript code (to implement pagination) into the GitHub repository. After the meeting with the client, we removed questions 5 , 6, 6.b, 6.e, 6.f,9, 13.d, 16 and 20. Standard answer boxes were changed into checkboxes for some questions. Sama finished the class diagrams with the new information from the client meeting. Umar had completed the UML diagrams. Umera, Hasan, Sama, Bilal, Umar and Abbas completed their pages. Aminah struggled to find add functionality to page 4. Sama also added a header and footer to the pages.

**Summary:**

Following the completion of the PRIP pages, the team will move on to the RGAP pages. If possible, a meeting with the client will be arranged to review the prototype.

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

1. RGAP dashboard interface (13/03/23)
2. Update gantt chart (16/03/23)
3. RGAP individual theme (16/03/23)
4. Admin dashboard interface & functionality (16/03/23)
5. Admin login (16/03/23)