Arrivals

Tom Methven: 10.00

Andrew McBain: 10.00

Scott Valentine: 10.00

Alexander Wickham: 10.00

Jake Paterson: 10.00

Cale Clark: 10.10

Kyle Dick: 10.10

Apologies:

N/A

Previous meeting minutes agreed as accurate with team.

Actions from last meeting:

Completed

In Progress

Not Started

- Organise Meeting with Alister, **Cale**
- Wireframe and design prototyping, **Jake**
- Organise Second Meeting with Theo, **Scott**
- Organise Second Meeting with Iain (hosting clarification), **Xander**
- Initial Testing in backend, **Xander**
- Progress Document Write-Up, **Kyle**
- Create updated interview and consent forms for WhatsApp group, **Andrew**

Key-Points of the Meeting:

- Draft document for d1 updated and deadline extended.
    - Only one member needs to upload the d1 submission, double check anyway for each member.
- Update the Gitlab Readme prior to submission – strong suggestion
- Cale had the meeting with Alister
    - There is a recording of the meeting, and some notes were taken.
    - Alister did not prefer app or website, but it should be noted that he does not use the WhatsApp group.

- o Alister showed the app for the robotarium booking application as an example of a good booking application, but this was controversial.
  - o Alister mentioned that some cars have a faster charge rate than others which should be considered in the application.
    - ▪ A suggestion for the application was for a time out period that gives some time for users to get to a space and retrieve their car.
    - ▪ Alister also suggested that there could be a space that is always open for visitors, but this might face resistance from other users.
  - o Alister similarly made a comment about personal info being held on a university affiliated storage space to Theo
- There are wireframe designs for the application that are going to be shown to the client at the next meeting to get feedback
  - o Consideration given to accessibility.
  - o In the mock up there is a placeholder design for occupied and free charging spaces, the current placeholders are not colour-blind-friendly so attention should be made in the final submission to remedy this.
    - ▪ The google maps API is being utilised for the map
  - o Current mock-up was designed for mobile application, but website designs have been given consideration.
  - o Heriot-watt has a web page showing good recommendations for the color schemes.
- 2nd Meeting with Theo
  - o Waiting for Theo to confirm time for online meetings but should take place on the 8th
    - ▪ During the meeting Theo confirmed the meeting time at 3pm
- 2nd Meeting with Iain
  - o Iain allowed for hosting on the web server
  - o Some issues with docker – must run as root but this was sorted, and the team was given permissions on a specific account.
  - o Need to test the docker and a staging area.
  - o University GitLab does not have container registry enabled.
    - ▪ Can use Azure public cloud to get around this
    - ▪ The team doesn't want to be building and compiling containers on the website so it would be preferable to have an external place for this to be done.
  - o CentOS is EOL in June '24
  - o Testing is needed for this area of testing docker images and hosting, high importance.
    - ▪ The university web server will have hardware limitations that need to be accounted for in the risk assessment
  - o Risks
    - ▪ HTTP and HTTPS ports are the only external ports that are available and the procedure for opening new ports will be troublesome

- Team does not have information on the network the API integrated charge points utilise which will cause problems with the port limitations noted above.
- Hosting has many points of failure
  - D1 Writing
    - Focus the requirements on things that are unique to this application
    - Task Specifications are to be treated at the same level as sprints.
      - Don't make them 1:1 with requirements but each requirement may be dependent on another so tasks should be organised appropriately.
      - What would the tasks week to week be and what requirements would they cover.
        - Focus on Must Haves and Should Haves
    - Focus organisational efforts on the major dependencies that many requirements require.

Actions for the Future:
- Transcribe the audio from the Alister meeting, led by Xander.
- Finish the design mock-ups to show to Theo, led by Scott.
- Complete meeting with Theo and return feedback to the team, led by Scott.
- D1 Write Up, led by Kyle
  - Jake is leading the front-end requirements section.
  - Xander is leading the back-end requirements section.
  - Kyle is leading document formatting and background/motivation section.
  - Andrew is leading the risk analysis section.
- Continued Investigations into hosting options and testing of solutions, led by Cale.
- Complete updated WhatsApp and interview consent forms and get feedback from Tom, led by Andrew

Date/Time/Location of next meeting:

Wednesday 14th EM G.44

Scott will do minutes next week